



STUDENT HANDBOOK

2014 – 2015

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HODGES UNIVERSITY

MISSION

The Mission of Hodges University is to offer Associate, Baccalaureate and Graduate degrees as well as other programs that enhance the ability of students to achieve personal or professional objectives.

MISSION PRINCIPLES

To achieve its Mission, Hodges University supports the following principles:

- Hodges University is a teaching institution that emphasizes the practical application and advancement of knowledge in career-oriented programs.
- Hodges University is a student-centered institution of higher learning that primarily focuses on the needs of adult and nontraditional learners.
- Hodges University provides contemporary programs, experiential delivery systems, and online learning.
- Hodges University provides quality student services that meet the educational, personal, career, and social needs of its students.
- Hodges University encourages professional development and scholarly activity among its faculty and staff.
- Hodges University encourages and supports cultural diversity and inclusion, as well as civic, social, and environmental responsibility.
- Hodges University provides a healthy, safe, and secure environment for all members of the campus community.
- Hodges University, as a non-profit institution of higher learning, serves as an educational and community resource for Southwest Florida.



Hodges University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate, Bachelor's, and Master's degrees. For questions about the accreditation of Hodges University, contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500. All other inquiries regarding Hodges University's educational programs, admissions requirements, financial aid, etc., should be directed to Hodges University and not to the Southern Association of Colleges and Schools Commission on Colleges.

STUDENT LIFE

Although the purpose of Hodges University is to empower its students to achieve successful careers through a well-rounded education, there is more to experiencing a university than attending classes and studying. Programs and support services are offered to provide educational and leadership opportunities outside the classroom. Hodges University is dedicated to creating an atmosphere conducive to academic success and personal growth through its activities, services, policies and procedures.

ABOUT THE STUDENT HANDBOOK

The Hodges University Student Handbook is a compilation of information, guidelines, and regulations prepared for the student body by the Executive Vice President and Provost with assistance from other administrative offices. The Student Handbook is in effect until the next edition is published, or updates are made available. Changes in University policies and guidelines may be made as necessary and will take precedence over information described in the Student Handbook, effective on the date the change is adopted, or on the date specified in the change. It is the individual student's responsibility to inform himself or herself about University matters. Failure to read the Student Handbook does not excuse students from the rules, policies, and procedures contained in it. Please consult the current Hodges University Undergraduate Catalog or Graduate Bulletin which contains other information and expectations pertaining to student obligations.

In preparing this document, every effort has been made to be accurate concerning policy and procedure at Hodges University. Please be advised, however, that the University reserves the right to alter any policy when necessary to preserve the welfare of its students, personnel, or Hodges University.

This Student Handbook is not intended to be a contract or part of a contractual agreement between Hodges University and the student. The Student Handbook is available online in the student portal, <https://myhugo.hodges.edu/> and on the Hodges website, www.hodges.edu.

STUDENT SERVICES

INTRODUCTION

The Student Services department offers programs which provide students with lifelong learning opportunities and services to make the university experience a positive memory of involvement. From the initial contact in the Admissions Office to the continuing support network of the Alumni Association, the Student Services department furnishes encouragement and information to the students of Hodges University.

The Student Services department and the University Administration have an "open-door" policy and staff are available to help answer any questions. Appointments are not necessary, but are strongly recommended for student convenience.

THE ADMISSIONS OFFICE

The Vice President of Student Enrollment Management is responsible for enrollment and providing informational support to new HU students. The Vice President of Student Enrollment Management is assisted by the Admissions Coordinators who have the responsibility of recruiting prospective students. They introduce new students to Hodges University and maintain contact with them throughout the process of admissions.

THE FINANCE and THE BUSINESS OFFICE

The Finance and Business Office are responsible for all financial matters at the University and ensuring compliance with all Federal and State regulations and laws. The goal is to provide excellent service to all customers.

THE FINANCIAL AID OFFICE

Financial Aid is available at Hodges University to help students meet educational expenses. Financial Aid offices are located on both campuses. Students at the learning sites should contact an Admissions Coordinator to begin the financial aid process and establish the connection with a Financial Aid representative. Online students have email and toll free connection to the Financial Aid Office. The office administers and coordinates the financial aid program for students and provides financial aid counseling. Most forms of financial aid are based upon student financial need, University costs, and the availability of funds. The Vice President of Student Financial Services and the Financial Aid Officers will gladly guide each student candidate through the application process and assist in the completion of the necessary forms. For further information, turn to the section on "ALTERNATIVES FOR FINANCING YOUR EDUCATION."

STUDENT DEVELOPMENT SERVICES

Student Development is a branch of Student Services which sponsors programs and services to assist students in adjusting to attending Hodges University, enhancing student life, and representing student concerns. More specifically, the services include entrance testing, orientation, student activities, student organizations, counseling, career guidance, placement assistance, scholarships, and enforcement of University regulations.

Student Development services offer opportunities for personal development within the offices of the Dean of Students, including Counseling and Career Development. The Senior Vice President of Student Services, **Ms. Carol Morrison**, has administrative oversight of these services. The Dean of Students, **Dr. Marcia Turner**, assists with student issues and services. Dr. Turner also administers and supervises Clubs and Organizations, Counseling and Disability Support Services, Career Development, Scholarship Program, and the Admissions Entrance Testing.

DEAN OF STUDENTS

The Dean of Students has administrative responsibility for the supervision of the Student Development programs and services concerning the enrichment of the university experience at Hodges University. Such services include the presentation of programs and activities to coordinate the cultural, social, academic, and intellectual endeavors of the University.

The Dean of Students coordinates the Student Development offices, spending time at both campuses to serve the student body. Appointments are not necessary, but can be helpful. The toll-free telephone numbers (on the cover) and email (mtturner@hodges.edu) are available for easy connection with the Dean of Students for all students at the campuses, learning sites, or online.

The Dean of Students, **Dr. Marcia Turner**, is responsible for the supervision of the Student Development activities, particularly focusing on the student needs. The Dean of Students also serves as supervisor of student activities, working in cooperation with the faculty and staff members as administrative advisors to the various clubs, organizations, and publications. The permanent office is located at the Fort Myers campus; however, the toll-free telephone numbers (on the cover) and email (mtturner@hodges.edu) are available for easy connection with the Dean of Students for all students at the campuses, learning sites, or on line student learners.

STUDENT DEVELOPMENT

Geoffrey Moser is the Director of Student Development, and **Judith Fox** is the Student Development Coordinator. Together they work in conjunction with the Dean of Students on a variety of student issues, focusing on advisement of the student clubs and organizations and student publications. They can be reached via email as follows; gmoser@hodges.edu or jfox@hodges.edu.

COUNSELING AND DISABILITY SUPPORT SERVICES

The Director of Counseling, **Ms. April Brown**, provides qualified counseling services to address the variety of concerns of the Hodges University students. Students may receive assistance with problems that interfere

with academic progress, such as: daily living, adjustment to University life, time management, or relationship issues through individual or group counseling.

The Director of Counseling, a Florida licensed mental health specialist, offers help in regard to learning to reduce stress; dealing with relationship loss; feelings of helplessness or hopelessness; developing communication skills; building self-esteem; improving coping skills, and clarifying values and career decisions.

Hodges University also provides an additional counselor, **Ms. Raquel Ornelas, LMHC**, to serve students. Counseling Services include:

1. Individual and confidential counseling for students who can benefit from short term problem solving;
2. Referral resources available in the community and through private and public service agencies;
3. Crisis intervention;
4. Drug education and referral services, and
5. Educational seminars and workshops.

Counseling services are available to all matriculated Hodges University students. There are Counseling offices at the Naples and Fort Myers campuses with an open door policy; however, it is best to schedule an appointment. Students at the learning sites and on line student learners should utilize the contact information provided below. Individual sessions require an appointment or referral.

How do I contact a counselor? The counselors may be contacted directly by students, or ask the receptionist to connect you. If a Counselor is not available at that moment, please leave a voice mail. They will be in touch with you as soon as possible. You may leave a message with the receptionist. The email address of the Director of Counseling is abrown1@hodges.edu. The email of the Naples Counselor is ornelas@hodges.edu. Students may use the toll-free telephone numbers (on the cover) for access also.

DISABILITY SUPPORT SERVICES

Recognizing its commitment to providing equal access and equal opportunity, Hodges University provides disability support services which assist individuals with special needs in accessing and making use of campus services and facilities. Disabled students are encouraged to contact the Director of Counseling, who is the ADA Coordinator, to make arrangements for any needed assistance, to receive an orientation to the campus, and to discuss the support they will need to complete their academic program. The Counselors also help individuals to integrate into the campus community. Anyone requiring special accommodations in order to participate in campus events should contact the ADA Coordinator four weeks prior to scheduled activities.

NOTICE OF NONDISCRIMINATION

Hodges University does not discriminate on the basis of race, color, national origin, sex, disability, or age in the provision of educational opportunities or employment opportunities and benefits. Hodges University does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. This policy extends to both employment by and admission to Hodges University. Inquiries concerning Title IX, Section 504, should be directed to the Title IX Coordinator, Dr. Marcia Turner and inquiries concerning the Americans with Disabilities Act should be directed to the ADA Coordinator, Ms. April Brown. Addresses for both of these contacts; Hodges University, 2655 Northbrooke Drive, Naples, FL 34119, 239-513-1122. Charges of violations of either of these policies would be directed to either of these coordinators.

CAREER DEVELOPMENT SERVICES

Career Development services are available to currently registered students and graduates for career advisement and placement assistance. Students are seen on a drop-in basis when possible; however, appointments are strongly encouraged. **Molly Grubbs**, mgrubbs@hodges.edu, is located at the Fort Myers campus, providing services for all students. Office hours are posted at each campus and online.

Career Development services include:

CAREER ASSESSMENT -- Career Development recognizes the importance of self-awareness in the career development process. Therefore, the staff offers opportunities for students to explore their career interests through the analysis of aptitudes, abilities, previous work experience, personal values, individual traits, and lifestyle goals. A variety of tools in conjunction with one-on-one counseling are available to guide and assist students in this process. In addition, students are assisted in making well-informed career choices that are not based on race/gender stereotypes but rather on their interests and values, and consistent with short and/or long-term goals. While the career assessment process is often an individual activity, opportunities to explore career interests are occasionally available through seminars, outreach, and other special programs.

Because of the relationship between self-assessment and career choice, the Career Development Coordinator encourages students who are unsure about their career choice to take advantage of the available services as early as possible. These students are also encouraged to maintain a relationship with the staff as they progress in their area of study and approach other career development decisions. Because the majority of students who attend Hodges University are fairly certain regarding their choice of an academic program, most career exploration activities center on job setting options, types of responsibilities and roles available in their field of study, and specific job options within their field (i.e., computer networking versus computer programming).

Assessment tools utilized by the staff include the Myers-Briggs Type Indicator and the Self-Directed Search. These tools assist students in clarifying values and career interests and goals.

OCCUPATIONAL AND WORKPLACE INFORMATION - Accurate and accessible information about the world of work is critical to effective career development. Consequently, the Career Development Coordinator makes available a variety of resources that provide students with valuable information about occupations, requirements for entry, job market conditions, prospective employers, and continuing education opportunities. Participatory strategies such as internships and informational interviews are encouraged and students are counseled on the course of action necessary to initiate these strategies. Information regarding continuing education options is made available to students.

JOB SEARCH SKILLS AND STRATEGIES - Assisting with the job search process is a critical aspect of the Career Development Coordinator. Support services to students include assistance with resume and correspondence preparation, managing the job search process, information about job fairs, preparing for interviews, and managing the interview follow-up process and employment acceptance process.

While many students already have work experience, various components of the job search process require a "refresher" regarding practice and protocol. Presenting oneself effectively as a candidate for employment or further study and successfully making the transition from education to the world of work are specific areas of support provided by the Career Development Coordinator.

While one-on-one counseling is an effective way to assist students in the job search process, well-designed resource packets that encourage self-directed preparation are also provided in both hard copy and electronic formats. These resource packets help students organize the process and learn valuable fundamental skills. Given that job and career transitions occur throughout adulthood, students can rely on the skills they develop to ensure effective and satisfying career transitions in the future.

The [Career Development web pages](#) focus on providing students with useful information regarding determining career interests, occupational information, job search strategies, and actual job opportunities.

JOB PLACEMENT ASSISTANCE - Job placement in a student's area of study is one of several measures of success. The effectiveness of this service depends significantly on the availability of information about employers and their organizations. Career Development strives to obtain and share with students relevant, up-to-date information related to employment opportunities such that these opportunities can be considered in their job search plan

Students are encouraged to utilize self-knowledge and information about the world of work in making informed choices about pursuing job opportunities. Students are also encouraged to obtain information about

specific employers and their organizations via electronic resources presented by employers or other files maintained by Career Development. The staff pursues relationships with employers in an effort to assist students in matching their personal values and goals and those of an employing organization.

Career Development maintains a list of local employers who have posted positions with Hodges University through our College Central Network (www.collegecentral.com/hodges). This list is used for special mailings about services provided by Career Development and invitations to participate in job fairs. The list is also used when identifying certain types of positions or organizations.

Information about current job opportunities is made available electronically via bulletin boards and job listings files; information is also made available to faculty members and in many cases, students with an expressed interest are contacted regarding positions of the type they are seeking. Students are directed to electronic job listings posted by employing organizations, government agencies, and regional and national Internet sites. Because information pertaining to job opportunities is time sensitive, all efforts are made to update it regularly.

Students are encouraged to participate in special events such as career fairs that provide the opportunity for interaction between employing organizations and prospective job candidates. These events are highly beneficial in not only exposing the student to legitimate career options but also in facilitating skill-building in the areas of communication, presentation of oneself, analysis of information, and decision making. Students and graduates who are actively seeking employment are invited to keep an active updated resume on file with the Career Development Coordinator. The coordinator forwards this documentation to perspective employers at the request of the student/graduate and also uses this information in referring students to specific available positions.

Each term Career Development seeks employment information from every individual who completes his/her academic program and offers assistance to any individual who is not employed in-field or anyone who wishes to make a job change. These individuals are provided with one-on-one job placement assistance and ongoing contact from the Career Development staff.

This information is used to prepare an Employment Status Report on every class following graduation. This information is put into the student information system for future reference and assessment activities conducted by Hodges University.

SEMINARS and WORKSHOPS - Other programs offered by Career Development include seminars and workshops that focus on a variety of issues related to lifelong career development. Specific information about scheduled events is posted at both campuses and on the Career Development web page.

STUDENT DEVELOPMENT PROGRAMS and SERVICES

ORIENTATION

New students, as well as those returning to the University after three or more terms of nonattendance, are required to participate in an orientation program. Completion of the orientation program is mandatory. This program is designed to acquaint students with the policies of Hodges University. The Orientation program introduces students to administrators, faculty, and staff of the University. New students are familiarized with the policies and procedures of the institution, and they receive important documents, links to the online Undergraduate Catalog, Graduate Bulletin, and Student Handbook as well as other resources. Orientation programs are delivered online (via a blackboard course).

THE MENTOR PROGRAM

Hodges University promotes the concept of mentoring as a valuable resource for student success. HU students have the opportunity of participating in the mentor program by contacting the Dean of Students who will facilitate a “mentor/mentee” match with a Hodges University administrator, faculty member, alumni, upper classmate, or staff advisor.

STUDENT ACTIVITIES

The Student Development Office has general responsibility for student activities, organizations, and services, and administers all extracurricular activities. The Director of Student Development and Student Development Coordinator assist the Dean of Students in the processes. All student social events and organized extracurricular activities are designed to encompass student interests and to enhance the philosophy and objectives of Hodges University. Events and activities must be registered with the Dean of Students. Events must be sponsored by recognized student organizations with approval and support of the appropriate faculty advisor and the Dean of Students. All fund-raisers and sales by vendors must be authorized by the Dean of Students, Senior Vice President of Student Services, and the Executive Vice President and Provost. University guidelines for registering, scheduling, advertising, and conducting all such activities and events are to be followed.

Hodges University reserves the right to cancel an activity or event when there are reasonable grounds to believe that the activity or event will be detrimental to University operation or will endanger persons or property. Students must adhere to Hodges University policies and procedures at all HU sites or while participating in any University-sponsored program, event, or activity.

Activities are usually subsidized by Hodges University through the Student Development budget; therefore, most activities are free or inexpensive. Activities are publicized by articles in the student newsletter, *The PANTHER PRESS*, on the student portal, or by flyers posted on the many bulletin boards around the campuses.

THE STUDENT ROLE IN INSTITUTIONAL DECISION MAKING

Hodges University's greatest resource is its students, and the Administration is committed to attending to the welfare of students. Institutional decision making involves an appreciation of the total academic community. The student plays an important role in decision making through participation in clubs and organizations. As deemed appropriate by the University administration, students may be invited to join institutional committees. Each student is encouraged to bring concerns, issues, and ideas to the attention of the Administration through the Dean of Students.

A student must be in good academic and institutional standing in order to participate in student activities. Definitions of good standing are as follows:

Academic Good Standing. An undergraduate student is considered to be in good academic standing if he/she maintains a minimum institutional grade point average (IGPA) of at least 2.0 and meets the standards of academic progress regarding credits attempted and credits earned by completing all required credit hours for the program within 150% of the total required credit hours. A graduate student is considered to be in good academic standing if he/she maintains a minimum institutional grade point average (IGPA) of at least 3.0 and completes his/her program of study as listed in the minimum academic achievement chart found in the Graduate Bulletin.

Institutional Good Standing. Students are expected to possess a character that adheres to common acceptable standards of good conduct. Examples of situations that have an impact on good conduct include but are not limited to:

- Not delinquent in tuition and fees due to the University.
- Not in default in any federal loan program.
- Never been subjected to any disciplinary action by the University.
- Never been convicted of a felony.
- Not listed on any official source as a sexual offender and/or predator.

STUDENT SUGGESTIONS AND COMPLAINTS

An institutional suggestion or complaint form is located in the lobbies and university stores on campus. Students may complete the form, and it will be forwarded to the Aide to the President who will direct the

suggestion or complaint to the appropriate Administrator for review. The forms must be signed with a legible signature for a response. Contact online may be to the Dean of Students (mturner@hodges.edu). Hodges University will give appropriate consideration to all suggestions; however, any compliance with suggestions or complaints is not guaranteed. The library has a suggestion box for comments relative to their services. (Refer to the Student Grievance Policy located in the Students' Rights and Responsibility section of this handbook for formal complaints.)

STUDENT CLUBS AND ORGANIZATIONS

Belonging to an organization or club introduces the Hodges University students to new friends and enriches the university experience. Extracurricular activities also foster leadership development, improve people skills, and encourage involvement--characteristics employers look for and qualities that last a lifetime! Participation is a start on building an impressive resume. Student activities programs exist for the enjoyment and benefit of all students. General questions concerning Student Clubs and Organizations should be addressed to the Director of Student Development, gmoser@hodges.edu

THE ALUMNI ASSOCIATION

Membership in the Alumni Association is open to all graduates of Hodges University. The Alumni Association serves the needs of the graduates by providing contact with friends and connections made at the University. The Alumni Association helps pool resources, broadens the professional network and supports currently enrolled students, in addition to supporting the University. Alumni are encouraged to register at the Hodges University Alumni Network, a social media site, for continued connection, networking, and latest news of the Alma Mater (<http://alumni.hodges.edu/>). Activities are planned and promoted in the HUAA newsletter, emailed from the Alumni Network. The Office of University Advancement publishes the *TORCH*, with news of alumni accomplishments, professional advancements, and University updates. Students with questions about the Alumni Association may contact the [Alumni Affairs Director](#), Joe Turner.

THE ALLIED HEALTH CLUB

The Allied Health Club was created to support the Allied Health program and inspire current students and alumni to participate in activities while integrating school studies with real world experience. The club's motto: **Fortis Simul – Stronger Together**. The mission of the club is accomplished through networking opportunities with fellow students and alumni, mentoring, community involvement, volunteering, and other activities to help students achieve goals in their professional career in the future. The Allied Health Club invites students of all cultural and diverse backgrounds to become future leaders in the field of healthcare.

THE JOHNSON SCHOOL OF BUSINESS CLUB

The Johnson School of Business Club's purpose is to gather for the exchange of ideas beneficial to promoting business growth. The School and club recognize benefactor Kenneth Oscar Johnson.

THE HODGES UNIVERSITY AMBASSADORS

The HU Ambassadors organization is open to the entire student body. Its purpose is to foster fellowship among students, develop leadership skills, participate in community service, and to represent the student body. The HU Ambassadors also assist Student Development in organizing and sponsoring social activities and programs for students and their families. Students should contact Student Development Services for more details.

THE HODGES UNIVERSITY LEGAL SOCIETY

The Hodges University Legal Society is open to all Paralegal and Legal Studies students. This club meets regularly and provides students with a forum to meet members of the local legal community including lawyers, judges, other professional legal support personnel, and to discuss educational and professional issues.

THE HODGES UNIVERSITY PSYCHOLOGY CLUB

The vision for the Psychology Club is to help to develop the leaders of today as well as throughout the life span. The club's motto: **Excelsior** - *Ever upward*. The mission of the Psychology Club is to support the Applied Psychology Program and educate current students and alumni in integrating learning with the real world. This is accomplished through the networking opportunities with other students, organization and agency professionals, mentoring, sponsoring a speaker's series, and other activities that support students and graduates in attainment of their professional career goals. The Psychology Club promotes diversity and believes that diversity is an important part of the health of an organization. All full-time students, part-time students or alumni of the Applied Psychology Program are strongly encouraged to become members.

THE HODGES UNIVERSITY SPORTS CLUB

The HU Sports Club is a student organization open to all students, staff, faculty, and persons affiliated with Hodges University who enjoy amateur charity running events and other sporting activities. The goal of the HU Sports Club is to provide opportunities for better health through participation in various sporting events, to inspire communication between individuals in the University community, and to increase awareness of our athletic abilities and potential.

THE MULTICULTURAL CLUB

The Multicultural Club is designed to cultivate appreciation and respect for personal and cultural differences among all members of the University community. Open to all students, its purpose is to enhance multicultural recognition and to provide activities that will ensure a positive vision for the future through education, recognition, support of student organizations, and celebration of diversity.

FISHER SCHOOL OF TECHNOLOGY SOCIETY

The purpose of the Fisher School of Technology Society is to improve the awareness of technology around our community. The mission statement for the Fisher School of Technology Society is that technology should be a tool to expand our imagination, the key to unlock our communication with others, and the way to experience the world in a whole new light. This is your Fisher School of Technology, and this is your Society. All full-time students, part-time students or alumni of the Fisher School of Technology Society are highly encouraged to become members.

STUDENT SENATE

The Student Senate is composed of student elected leaders from the various clubs and organizations who are appointed to represent their club or organization. The Student Senate works to represent all students and to coordinate shared activities and common issues of clubs and organizations. Students may bring ideas or concerns to the Student Senate by contacting the Director of Student Development who serves as the administrative advisor.

THE AMERICAN LEGION POST #397

The American Legion Post #397 has been formed to honor those students who are members of or former members of our United States Military and their great sacrifice in helping to defend the rights of all Americans. The American Legion Post #397 offers a friendly environment of diverse and dynamic individuals who share many of the same struggles, excitement, and pride of returning to formal education for professional and personal development after completing the country's call to service.

PROFESSIONAL ORGANIZATIONS and STUDENT AFFILIATIONS

HONOR SOCIETIES

ALPHA PHI SIGMA (CRIMINAL JUSTICE)

Alpha Phi Sigma is the National Criminal Justice Honor Society for Criminal Justice majors. The society recognizes academic excellence of undergraduate and graduate students of criminal justice. Students may contact the Academic Dean and/or Program Chairperson for information.

SIGMA BETA DELTA (SCHOOL OF BUSINESS)

The purposes of this society shall be to encourage and recognize scholarship and accomplishment among students of business, management, and administration; and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. It is organized exclusively for charitable and educational purposes. For information, students should speak with their School Dean or Program Chair.

POLICY FOR FORMING CLUBS

Students enrolled at the University are free to organize and are encouraged to join associations which promote their common interests, so long as the following guidelines apply:

1. The purposes, principles, and policies of the organization are to be consistent with the general philosophies and principles of Hodges University.
2. Membership in the organization is open to all currently enrolled University students in good academic and institutional standing without regard to age, color, gender, sexual orientation, religion, creed, national origin, political opinions or affiliations, disabled veteran status, disability, or age as provided by law and in accordance with the University's respect for personal dignity. The exception is for those particular groups which are selective on the basis of scholarship, such as an honorary society.
3. Statements of the purpose, criteria for membership, rules or procedures, and a current list of officers are to be filed in the Office of Student Development.
4. The policies and actions of the organization are determined only by those individuals who hold bona fide membership in the organization.
5. A faculty sponsor has been appointed by proper authority (the Dean of Students or University Administration).
6. The President of the University has approved the written request of the association for recognition.
7. The organization is in compliance with the general and specific policies enumerated in the *STUDENT HANDBOOK*.

CLUB CONDUCT AND RESPONSIBILITIES

Activities must conform to the stated purpose of the club or organization; may not cause a disturbance, and may not interfere with the regular operation of the University. Club meetings and events may not be held during class instruction hours. Club meetings are to be held on campus with the faculty advisor present.

The President of the University reserves the right to disband any student club or organization that violates the rules and regulations of the University as set forth in official publications.

ANTI-HAZING STATEMENT

Hodges University does not allow any student, faculty, staff, or alumni to engage in any activity that may be construed as hazing on or off campus. Hazing is any action taken or situation created that produces mental, emotional, or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include, but are not limited to, paddling in any form, creation of excessive fatigue, physical and psychological shocks, treasure hunts, scavenger hunts, road trips, wearing apparel that is conspicuous and not normally in good taste, engaging in public stunts, morally degrading or humiliating games and activities that can call undue attention to a difference in status between initiated and non-initiated members (running errands, carrying food or trays, etc.), and late work sessions which interfere with scholastic activities, regulations, and policies of Hodges University.

Violations by individuals or student groups constitute grounds for disciplinary action. The policy on hazing applies to all campus organizations.

ELIGIBILITY AND OFFICERS

A student must be considered in academic and institutional good standing to be eligible to participate in the clubs and organizations, or to serve as an officer of a student organization. Entering first semester students may join the associations, but will be subject to the academic eligibility requirements as grades are evaluated.

ACTIVE-INACTIVE STATUS

The clubs and organizations of Hodges University are reliant upon the participation of the students. At times a club or organization may become inactive due to lack of student involvement or support. In order for a club to receive financial support through Student Development, the rules for club formation should be in place and the club should demonstrate active status through documented student membership and activity.

WEB SITE AND BLACKBOARD POLICY FOR CLUBS AND ORGANIZATIONS

All information for the Hodges University MyHUGo team sites relating to clubs and organizations is to be monitored by the Dean of Students and the Director of Student Development. Should any material be deemed inappropriate, the Dean of Students will remove and request clarification prior to reposting the materials. Flyers promoting organization events can be posted on the MyHUGo announcement page. This information must be approved by the Office of Student Development who will submit the proper request for IT to complete the posting request. Student leaders will bring information to the appropriate faculty advisor for consideration, and the faculty advisors will then contact the Student Development Coordinators. The Vice President of Information Technology will only upload information relating to clubs and organizations as submitted by the Dean of Students or the Director of Student Development.

FUND-RAISERS

All fund-raising projects for activities and organizations must have prior approval by, and be coordinated with, Student Development Services. In addition, these must be services or product-oriented. Clubs and organizations are not permitted to solicit off-campus funding without prior approval.

CONTRACTING ON BEHALF OF HODGES UNIVERSITY

Unless specifically authorized by the appropriate University authority, students may not contract on behalf of Hodges University. Students who attempt to, or enter into, a contract on behalf of the University without proper authorization, are subject to disciplinary action that will result in a hold being placed on University records and transcripts until restitution is made, as well as such other sanctions as may be appropriate. Any contract entered into on behalf of Hodges University by a student without proper authorization is void.

PUBLICATIONS

All official publications of Hodges University are available for student input, but it is the reserved right of the University to edit and publish only information consistent with the mission and standards of the institution. Students should submit ideas, articles, and news to the administrator responsible for publication. Any other publications or papers should be submitted to the office of Student Development for approval prior to campus distribution. Clubs and organizations may publish their calendars, opportunities, and general information in the student newsletter or the student portal, as appropriate.

The PANTHER PRESS

The student newsletter is *The Panther Press*. It is published by the Student Development office to inform students about what is happening on campus. To foster communication, *The Panther Press* attempts to bring news, scholarship information, articles, and interesting tidbits from each program of study, clubs and organizations, and general information concerning the institution. Students are strongly encouraged to participate by writing articles or assisting in the production of the newsletter. Students have the opportunity to develop written communication and editorial skills through participation. Information for publication should be submitted to Student Development Services ([Student Development Coordinator](#)) by the middle of the month for upcoming editions.

The TORCH

The TORCH is a newsletter for the Hodges University academic community and its supporters. It focuses on the activities of the Office of University Advancement, accreditation and academic program advancement, personnel profiles, and institutional events and information. Alumni news and information are printed as a special section of the TORCH.

UPDATES OF PUBLICATIONS

Updates of publications are posted in the website and student portal, and students will find changes in policy or procedure for the entire institution. Updates to University documents, such as the University Catalog, Graduate Bulletin, or Student Handbook will contain vital information for students. Access to the documents is available online, in the MyHUgo, listed in the [My Bookmarks, Student Resources](#).

ADDITIONAL HODGES UNIVERSITY PUBLICATIONS

The educational programs and service areas of Hodges University may publish area-specific publications addressing student information and opportunities. These publications are made available by hard copy distribution or electronic publication on the [University website and student portal](#).

SCHOLARSHIP INFORMATION AND ELIGIBILITY REQUIREMENTS

THE HODGES UNIVERSITY SCHOLARSHIP PROGRAM

The goal of the Hodges University scholarship program is to supplement the resources of students to the extent possible to enable them to begin or to continue University studies.

Who may apply? Undergraduate and Graduate students (non-veteran and veteran students).

Undergraduate Students (non-veterans and veterans):

All Hodges University students in good standing at the current Catalog tuition rate may apply for a scholarship. A minimum cumulative grade point average of 2.0 and 2.5 for others (as of the deadline date for application) is required for scholarship assistance consideration. Students, who benefit from a corporate agreement, or a learning site articulation scholarship, are not eligible for Hodges University scholarship assistance.

Graduate Students (non-veterans and veterans):

Please refer to the current Graduate Bulletin for specific details. HU undergraduate alumni are given a tuition adjustment per credit hour, and this reduction is considered the Alumni scholarship. Graduate students who benefit from a corporate agreement or a learning site articulation scholarship are not eligible for Hodges University scholarship assistance.

How do I apply? Scholarship applications are available via the Hodges online scholarship application system, STARS. [The HU Scholarship Guide is available online](#) for further support.

When do I apply? Applicants must submit all required materials by the deadlines posted in the Financial Aid Office and publicized on the [Hodges University Scholarship Calendar](#). Application deadlines are posted on the campus bulletin boards and printed in institutional publications, including the online versions of the University Catalog and the Student Handbook.

Who provides scholarship advisement? Scholarship Workshops are offered by the HU Scholarship Committee to assist students with the scholarship process. The dates of the Workshops are posted at the Financial Aid Offices and in institutional publications, and online in the student portal. The Financial Aid Office is available to advise students. For personal advisement concerning the scholarship processes contact the following: the Dean of Students, Dr. Marcia Turner, Committee Vice-chair, mturner@hodges.edu toll free at 1-800-466-0019 ext. 6144, or Maureen Lenhardt, Committee Member and Testing Coordinator, mlenhardt@hodges.edu toll free at 1-800-466-8017 ext. 6225 for application assistance. Veteran students should contact Ms. Sharlee Smith, Director of Veterans Services, VeteransServices@hodges.edu or 239-938-7833 for personal advisement concerning the scholarship process.

Eligibility Requirements and Guidelines

1. An applicant must meet all admission requirements of Hodges University. Scholarships are available only to students paying the current Catalog tuition rate. Students who benefit from a corporate agreement, or who are receiving a community college scholarship are not eligible for further scholarship assistance. **A minimum cumulative grade point average of 2.0 is required for scholarship assistance consideration.**
2. Students may apply for general scholarship assistance, with the option of requesting a specific term of need; however, applicants rarely are awarded more than one scholarship per fifteen (15) week trimester. In order to maintain a fair distribution to all students, the Hodges University Scholarship Committee extends only in special circumstances more than the value of eight (8) tuition credit hours cumulatively in university funded scholarships per student. Students, who interrupt their attendance, must reapply with a new application form. Awarded scholarships must be applied in the trimester for which they are designated, or they will be forfeited. Scholarships are applied to the student's account in the eighth week of the trimester. The HU Scholarship Committee will contact the applicant if an interview or additional documentation is necessary for any scholarship consideration.
3. The appearance, presentation, and completeness of the application form will be taken into account in the awarding of scholarships. Incomplete applications will not be considered. All applications and reference letters become the property of Hodges University and will not be returned.
4. Any application found to contain false or misleading information will be eliminated from further consideration by the Scholarship Committee.
5. Essays, if required, will be judged on style and content as well as writing that is clear, articulate, logically organized, and which demonstrates an outstanding grasp of the philosophical and psychological issues involved in the assigned topics.
6. The Hodges University Scholarship Committee may interview applicants as part of the process, if additional information is required for the scholarship decision process.
7. In awarding the scholarships, the Hodges University Scholarship Committee judges the applicants based upon (1) academic performance, (2) the candidate's application essay, if required, (3) personal interviews, if required, (4) financial need and (5) application completeness.

8. All efforts are made to maintain fairness and equality in awarding of scholarships, and, in all cases, the HU Scholarship Committee's awarding of the scholarships is final.
9. Scholarships provided by the FLORIDA INDEPENDENT COLLEGE FUND (FICF) are considered the same as other private scholarships of Hodges University. Students are nominated for the FICF awards by the HU Scholarship Committee. Award amounts established by the FICF may vary.

The FLORIDA INDEPENDENT COLLEGE FUND (FICF)

As a member of the Independent Colleges and Universities of Florida (ICUF), Hodges University has the opportunity to apply for scholarships provided by the Florida Independent College Fund (FICF). The FICF is a non-profit foundation for program and resource development for the Independent Colleges and Universities of Florida (ICUF). It secures scholarships from private donors, industry and businesses, as well as from the state of Florida.

FICF scholarships have specific forms and criteria for consideration. The Hodges University Scholarship Committee reviews student applications for HU private scholarship assistance as well as the overall student body to find appropriate nominations for the FICF awards.

If a student is awarded an FICF scholarship and the amount exceeds the cumulative private scholarship dollar amount, expressed in guideline number two, then the student may not be considered eligible for any further assistance from the Hodges University Scholarship Committee.

NAMED SCHOLARSHIPS

The named scholarships of Hodges University are available through the generous donations of donors, foundations, and gifts of those listed below or gifts of others in their honor who wish to assist students to reach their academic goals by offering financial assistance. These scholarships are awarded through the regular scholarship procedures of the University.

- Earl and Thelma Hodges Scholarship
- Lavern N. Gaynor Scholarship
- Jerry F. Nichols Accounting Scholarship
- Jerry L. and Barbara J. Burris Foundation Award
- Michael and Susan London Scholarship
- Meftah Foundation Scholarship for Single Mothers
- Richard and Florence Nogaj Immokalee Encouragement Award Scholarship
- Jeanette Weatherbee Brock High School Scholarship

“FRIENDS OF THE UNIVERSITY” EDUCATIONAL SUPPORT SCHOLARSHIPS

This scholarship is funded by donations from private donors, institutional fund raising and other sources.

- Terry and Christine Flynn Scholarship
- Sam Galloway Jr. Scholarship
- J. Dudley Goodlette Scholarship
- Dr. William And Nancy Lascheid Scholarship
- T. Wayne and Mavis Miller Scholarship
- John R. and Wanda R. Wood Scholarship
- Men in Higher Education Scholarship
- Women in Higher Education Scholarship
- North Naples Rotary Scholarship
- General Friends Scholarship

GENERAL SCHOLARSHIPS

- First Generation Student Scholarship
- Florida Independent College Fund

VETERANS SCHOLARSHIPS

The veteran scholarships of Hodges University are available through the generous donations of donors and foundations who wish to assist veteran and non-veteran students to reach their academic goals by offering financial assistance.

- Earl and Thelma Hodges Veterans Scholarship
- Jerry F. Nichols Veterans Accounting Scholarship
- John and Joanne Fisher Scholarship
- Peter and Stella Thomas Scholarship
- Schoen Family Scholarship
- Bob Janes Memorial Scholarship
- Scholarship Assistance for Veterans Education (SAVE) Fund

SPECIAL PRESIDENTIAL SCHOLARSHIPS

The Hodges University Scholarship Committee grants Presidential Scholarships in the form of tuition aid scholarships as awards for recognition of participation in special institutional training seminars, rewards to outstanding civic organizations or others, by prior agreement with the University. These scholarships are not open for application by Hodges University students.

LOCAL OUTSIDE SCHOLARSHIPS

Local scholarships are provided to Hodges University students according to guidelines established in most cases by the outside donors. The [Dean of Students](#) is active in researching scholarship opportunities and publishing information for students via the student newsletter. Scholarship opportunities from outside the University are posted at the Financial Aid Offices and/or online with regard to any residency requirements. Students should regularly research these opportunities.

SCHOLARSHIP WORKSHOPS are offered online by the Hodges University Scholarship Committee. Check the MyHUGo portal for this information.

If you have questions, or need help with an essay, contact the Dean of Students, Dr. Marcia Turner (mturner@hodges.edu) at 1-800-466-8017 ext. 6144 or directly at 239-598-6144. She serves as the Vice-Chairperson of the Hodges University Scholarship Committee. You may also contact Ms. Maureen Lenhardt (mlenhardt@hodges.edu) Hodges University Scholarship Committee Member and Testing Coordinator for questions on scholarships and STARS, Hodges online scholarship application system. Veteran students should contact Ms. Sharlee Denny-Smith Director of Veterans Services, VeteransServices@hodges.edu or 239-938-7833 for personal advisement concerning the scholarship process.

To receive a scholarship, you must apply!

ACTIVE MILITARY AND VETERANS

Hodges University believes that our active military members and returning veterans deserve the support and the educational programs to assist them in fulfilling their personal and professional objectives. They put their lives on hold to serve our country with courage and honor.

VETERANS SERVICES CENTER (VSC)

The Dr. Peter Thomas Veterans Services Center is located on the Ft Myers and Naples campuses. The Director of Veterans Services, who oversees all campuses, ensures all of our veteran students receive adequate service. The Veterans Services Center (VSC) is dedicated to serving veteran students and their families with dignity and compassion, ensuring that they receive their full educational benefits. Hodges University is a member of Service members Opportunity Colleges (COS).

Support services focus on the special needs of today's military veterans, service members, and their families. The VSC office assists with referrals to the appropriate institutional offices and/or outside resources that share our passion for veterans. Services include VA related benefits and loan advisement, scholarships, and coordination of staff advice by the Department of Veteran Affairs. Hodges University employs a full-time Director of Veteran Services and GI Bill Certifying Official. Sharlee Denny-Smith is the Director of Veteran Services. Email connection is VeteransServices@hodges.edu.

MILITARY TUITION DISCOUNT

Hodges University offers a tuition discount to qualified active duty military personnel.

YELLOW RIBBON PROGRAM

Hodges University participates in the Yellow Ribbon Program as part of the Post 9/11 GI Bill. Only veterans entitled to receive 100% benefit rate of Post 9/11 G.I. Bill or their designated transferees may receive the funding. Yellow Ribbon is an agreement with the VA which will match and issue payment directly to the institution.

ACADEMICS

ACADEMIC AFFAIRS

EXECUTIVE VICE PRESIDENT AND PROVOST

The Executive Vice President and Provost has the responsibility of overseeing the academic program and curriculum, as well as the faculty of Hodges University. There is an office on both campuses and appointments are recommended for student convenience.

SCHOOL DEANS AND PROGRAM CHAIRS

The programs of study are supervised by Deans or Program Chairs who are responsible for the day to day administration of their program and the supervision of the faculty who teach within that program. Students are encouraged to take advantage of the posted office hours for each Dean or Chair to receive academic advisement and program information.

ACADEMIC POLICY AND PROCEDURES

Academic Honesty Policy

Introduction

This policy describes academic integrity and the procedures for handling academic dishonesty.

Purpose

Hodges University adheres to the International Center for Academic Integrity's definition of academic integrity as the commitment to certain core values: honesty, trust, fairness, respect, and responsibility.

1. Honesty: The quest for truth and knowledge requires intellectual and personal honesty in learning, teaching, research and service.
2. Trust: Academic Institutions must foster a climate of mutual trust in order to stimulate the free exchange of ideas.

3. Fairness: Treat students, faculty and staff according to HU standards and policies, administered in an impartial manner.
4. Respect: Foster an environment that enables honest and open communication, free from harassment and intimidation, where alternative points of view are treated with consideration, and the diversity of our academic community is appreciated, and where the work of others is acknowledged through the proper identification of sources.
5. Responsibility: All members of the university community are held accountable for their work and actions. Academically dishonest behavior is not tolerated and is viewed as a breach of community ethical standards.

Any form of academic dishonesty violates these core values, undermines the values of grades for the entire student body and has a negative impact on Hodges University's reputation as an institution of academic excellence and integrity. For these reasons, the University does not tolerate any form of academic dishonesty. The goal of the faculty, administration, and student body is to graduate men and women of integrity.

Definitions

The following is a broad overview, but not an all-encompassing definition, of what constitutes a breach of academic integrity.

Violations of the principle of academic honesty include plagiarism, cheating, and fabrication, unauthorized collaboration, participating in academically dishonest activities and facilitating academic dishonesty.

Plagiarism is defined as any attempt to convey another's work as one's own original thought. It is the use of another person's or organization's words or concepts without giving the appropriate credit to that person or organization.

Plagiarism can be intentional or unintentional but regardless of the intent, the attempt is a breach of academic integrity. Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. For example, notes taken for papers and research projects should accurately record sources of material to be cited, appropriately quoted, paraphrased or summarized, and papers and research projects should acknowledge these sources in the appropriate places in the text of the paper as well as in a references page at the end of the paper, in accordance with accepted citation practices.

The following sources require citation:

- Word-for-word quotation from a source
- Paraphrasing others words and ideas
- Audio, video, digital, or live exchanges of ideas, dialogue, or information

The *Hodges University Style Guide* provides proper APA citation information. Additional assistance can be found through the Academic Achievement Services, the Library, and on the Library web page.

Cheating is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic coursework.

Examples of Cheating include, but are not limited to:

- Unauthorized use of notes, text, internet, or other aids during an examination
- Copying from another student's academic work
- Unauthorized communication during an examination
- Handing in the same paper for more than one course without explicit permission of the instructor
- Intentionally viewing a test before it is administered
- Storing notes in a portable electronic device for use during an examination

Fabrication is defined as intentional falsification, misrepresentation, or invention of any information, data, or citation in an academic assignment.

Examples of fabrication include, but are not limited to:

- Inventing data or facts for an assignment
- Altering the results of a lab experiment or survey
- Citing a source in a references list that was not used

Unauthorized collaboration is defined as when students submit individual academic works that are substantially similar to one another. While students may use similar resources, the analysis, interpretation, and reporting of the data must be each student's independent work.

Examples of unauthorized collaboration include, but are not limited to:

- Working on a take-home examination or assignment with another student without express permission of the professor
- Completing an academic assignment with the help of another student, and taking full credit

Participating in academically dishonest activities is defined as taking an action with the intent of gaining an unfair advantage.

Examples of academically dishonest activities include, but are not limited to:

- Misrepresenting oneself or one's circumstances to a professor
- Intentionally missing an examination or assignment deadline to gain an unfair advantage
- Stealing an examination
- Selling, loaning, or distributing materials for the purpose of cheating, plagiarism or any other academically dishonest acts
- Purchasing a pre-written paper

Facilitating Academic Dishonesty is defined as intentionally or knowingly helping to violate any provision of this policy.

Examples of facilitating academic dishonesty include, but are not limited to:

- Doing academic work for another student
- Making available previously used academic work including examinations to another student to submit as his or her own

Sanctions

Students found to have breached academic integrity will be subject to academic and administrative sanctions.

Academic sanctions are related to the grade, academic standing and honors. Hodges University is committed to academic integrity and seeks to develop a student's integrity through continued academic development. Repeat violations of the Academic Honesty Policy will not be tolerated. Sanctions are imposed to reflect the impact of academic dishonesty on the university as a whole.

Reporting the breach

All instructors will adhere to the following sanctions.

Students who have plagiarized due to careless or inaccurate reference sources, and do not appear in the instructor's view to have intentionally plagiarized will be sanctioned by the discretion of the instructor. A warning may suffice.

In all other cases, an instructor will report the breach to the Dean of the School who will report the student name, incident, and sanction to the Executive Vice President and Provost.

Grading Consequences

A student who has breached academic integrity in one instance will receive an F for the assignment.

A student who has breached academic integrity twice in a course will receive an F for the course.

Academic dishonesty during the final examination will result in an F for the course.

Academic Standing

Students who receive an F in a course will be placed on Academic Probation/Honesty for the following term and will be required to successfully complete an academic integrity/values clarification workshop to be removed from probation the following semester.

Any additional violation of the academic honesty policy may lead to academic suspension.

Students who have been found facilitating academic dishonesty will also be placed on Academic Probation/Honesty until they have successfully completed an academic integrity/values clarification workshop. Any repeat or additional breach of integrity may lead to academic suspension or dismissal.

Students failing two courses due to academic dishonesty may be placed on academic suspension for the following term.

Students failing three courses due to academic dishonesty may be dismissed from the University.

Students determined to have breached academic integrity by facilitating academic honesty will have to attend an academic integrity/values/clarification workshop.

Administrative Sanctions

Administrative sanctions are related to the position of the students within the University, such as leadership positions within student organizations, and will be handled by the Dean of Students.

The Executive Vice President and Provost will forward information of students found to have breached academic integrity.

Sanctions for these students will include, but are not limited to:

- Ineligibility to hold an office in any student organization recognized by the university or to hold any elected or appointed position within the university
- Ineligibility to represent the university to anyone outside the university community in any way, including representing the university at any official function
- Ineligibility to receive a university-administered scholarship

Appeal Process

Students wishing to appeal a grade received as a result of violating the Academic Honesty Policy may do so by following the Hodges University Grade Appeals process listed in the Undergraduate Catalog or the Graduate Bulletin.

INTELLECTUAL PROPERTY POLICY

Hodges University defines intellectual property as a product of the intellect that has commercial value. Intellectual property is typically divided into two categories: Industrial property which includes patents, software, industrial designs, and geographic indications of source; and Copyright which includes literary and artistic works.

Students may produce intellectual property while attending Hodges University. All work completed or submitted toward fulfillment of course requirements by students is the property of Hodges University, including any software development or any work submitted as part of a class exercise or group activity. Hodges University reserves the right to utilize any work so submitted in any way it deems appropriate. Intellectual property produced by students outside of course requirements that does not use University funds, space, or facilities remains the property of the students.

THE REGISTRAR'S OFFICE

DIRECTOR OF STUDENT RECORDS

The Director of Student Records, **Ms. Kelly Miller**, is responsible for the supervision of the Registrar's Office. It is the responsibility of the Director of Student Records to monitor student academic records for accuracy to ensure that the records are current. The Director of Student Records is responsible for the implementation, administration, and monitoring of the Datatel database as it pertains to student records.

There is a full-time Registrar and an Assistant Registrar whose various duties include maintenance of student records, registration and transcript requests. Students may consult with an Academic Advisor in person to help make academic decisions or review academic evaluations, learn how to update name/address/employer changes, apply for graduation, receive grades, request a transcript, register, make payments, and more from [Web Advisor in the My HUGo portal](#).

REGISTRATION

Registration occurs prior to the beginning of each term. New students receive academic advisement and register online using [Web Advisor in the My HUGo portal](#). Continuing students are encouraged to take advantage of early registration which is offered approximately one month in advance of the last day of the trimester. Students who do not register during posted registration dates may be subject to a late registration fee. (See the Tuition and Fees Schedule in the University Catalog.)

STUDENT RIGHTS CONCERNING EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) and Hodges University afford students certain rights with respect to their education records.

They include:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information (other than directory information described below) contained in the student's education records, except to the extent that FERPA or this policy authorizes disclosure without consent.
4. The right to file with the United States Department of Education a complaint concerning alleged violation of the FERPA Act by Hodges University.

5. The right to obtain a copy of Hodges University's student records policy, which is located in the Library, the Office of the Executive Vice President of Academic Affairs, the Academic Policy Manual, and the Registrar's Manual, and the Financial Aid Manual.

Release of directory information does not require the student's consent and includes the name, address, University e-mail address, telephone numbers, date-of birth, student ID number, major field of study, dates of attendance, degrees, awards received (Dean's List, Honor Roll, Academic and Extracurricular Awards), enrollment status (full-time, part-time, less than part-time), any photo or video a student appears, grade/class level (freshman, sophomore, junior, senior, graduate student, ESL), and most recent previous educational agency or institution attended. Students have the right to refuse certain information to be designated as directory and may do so in writing the first two weeks of the start of any term.

HODGES UNIVERSITY STUDENT IDENTIFICATION CARDS–IDS

All students are required to obtain and visibly display their Hodges University Identification Card while on campus. Distance education students are required to obtain an ID card for purposes of a picture ID and to access library services and privileges. The bar code on the reverse side of the ID card will provide students with the access to these services and privileges. Students are strictly prohibited from loaning or sharing their ID cards with anyone, and if lost, the student must immediately report the loss to the bookstore personnel who will replace the card. Replacement of ID cards will be at the expense of the student.

PROOF OF IMMUNIZATION

Hodges University does not require proof of immunization for all students. Vaccinations are required for students in the Medical Assisting, Health Information Management, and Physical Therapist Assistant programs. Students must provide proof of the typical childhood vaccinations before they can start their internships in these programs. If not, they must have a titer run, as that will indicate if the appropriate antibodies are still present. Internship sites may also require a current (within six months) Tuberculosis test and Hepatitis B vaccination. Internships for other academic programs may also require proof of immunization. Any required vaccinations are the financial responsibility of the students.

CLASS AUDIT REFRESHER EDUCATION (CARE)

CARE - Class Audit Refresher Education is a program open to graduates of the University or currently enrolled undergraduate students who have successfully completed courses taken at the University. CARE allows enrolled undergraduate students or graduates to take refresher courses studied at Hodges University with no tuition charges, as long as there are seats available in the selected courses. Book charges and fees remain in place. The courses allow students to sharpen or enhance skills and to remain current in new technologies in a changing world. To qualify, a student must have successfully completed the course he or she wishes to audit. As technology and new theories are constantly changing, this will be a benefit to both students and to their current employers. There is no time limit or limit to the number of courses that a student may take. Students interested in taking refresher classes should contact the Registrar's Office.

ACADEMIC SUCCESS

Hints to Deal with *STRESS*

Attending a college or university can be one of the most stressful times of your life. Some of the pressures you may face are separation from parents, new freedom, and peer pressure, choosing a major and balancing work, study and family time. There is also the stress of being a full time parent, employee and student.

Stress will always be a part of your life, but it does not always have to be a negative. A certain amount of stress can be helpful. It is important to realize when you are under stress and how much stress you can handle.

The best way to deal with stress is to develop habits that help you control the amount of stress in your life. The following steps will be helpful in doing just that:

- 1 Exercise.
- 2 Learn to relax the body.
- 3 Think about one concern at a time.
- 4 Accept what can't be changed.
- 5 Set priorities
- 6 Learn to say NO.
- 7 Do things for yourself.
- 8 Practice good health.
- 9 Set realistic goals.
- 10 Maintain your sense of humor.

Ten Study Habits for SUCCESS

- 1 Meet your instructor as soon as possible!
- 2 Ask questions and participate in class.
- 3 Get mentally prepared before each study period by reminding yourself of your goals.
- 4 Never allow your study periods to extend more than two hours without a break.
- 5 Plan time for recreation to reward yourself.
- 6 Study your most difficult subjects first.
- 7 Skim the entire chapter before beginning to read.
- 8 Repeat the major ideas of the chapter in your own words before reading something else.
- 9 Study before and after classes while the material is still fresh.
- 10 Review your notes as soon as possible, preferably after class, and modify your notes if necessary.

Take your first step as a new student at Hodges University. Plan a class, work and activity schedule and STICK TO IT! The key to Student Success is ORGANIZATION and PERSISTENCE. Consistent attendance is very important to every class. Allow time just for you to relax and have fun also. Attending Hodges University can be a great time of life, and learning is the best mind set.

There are many seminars, workshops, and Student Development programs offered each semester for students. Attend and learn! If you have concerns or need additional information, please contact the Dean of Students, [Dr. Marcia Turner](#).

“The Secret of Getting Ahead is Getting Started!”

TERRY P. McMAHAN LIBRARY

<https://myhugo.hodges.edu/organizations/social-lib/default.aspx>

The mission of the Hodges University Library is to support the University in providing the best educational programs possible, to provide assistance to faculty and students in accessing information both at the University and at remote sites, to provide opportunities for students to learn from many different information formats, and to provide life skills through access to information and resources.

Library Hours:

Fort Myers Campus

Monday through Thursday: 9:00 AM - 10:00 PM

Friday & Saturday: 9:00 AM – 4:00 PM

Sunday: (The 6 Sundays prior to the end of each term) 1:00 PM - 5:00 PM

Naples Campus

Monday through Thursday: 9:00 AM - 9:50 PM

Friday & Saturday: 9:00 AM - 4:00 PM

Sunday: (The 6 Sundays prior to the end of each term) 1:00 PM - 5:00 PM

Library Contact Information:

Naples	Fort Myers
(239) 598-6109	(239) 938-7812
(800) 466-8017	(800) 466-0019
Fax (239) 598-6250	Fax (239) 938-7886

Naples Campus: library@hodges.edu

Fort Myers Campus: libraryfm@hodges.edu

Distance/Learning Site Students: library@hodges.edu

The Terry P. McMahan Library at the Fort Myers and Naples campuses provide a physical and virtual library support system to all students, whether they are attending classes on campus, at a learning site, or taking courses online.

The library subscribes to an extensive list of resources, both physical and electronic. These electronic resources include both general and subject specific databases that support the entire curriculum. The library's web page <http://www.hodges.edu/library> serves as a central access tool for print and electronic resources, including e-journals, e-books, and electronic government documents, streaming video and print materials.

As a result of the emphasis on electronic delivery of information, high priority is placed on training by the Library faculty. Information literacy programs and electronic access training are offered through scheduled classes, online research guides and tutorials, personal appointments and chat sessions through Ask A Librarian. <http://www.askalibrarian.org/hodges>

THE LEARNING CENTER

As a student-centered institution, Hodges University is deeply committed to promoting the success and well-being of adult learners. The Library's Learning Center furthers this institutional value by leveraging the expertise, energy, and enthusiasm of our faculty to significantly increase both the quality of our academic support services and student access to these services.

Librarians provide academic support in their respective areas of professional faculty expertise and will facilitate support with other faculty as needed. Students also have access to online academic support through Smarthinking, a 24/7 on-demand tutoring service featuring an online writing center and personalized support for graduate and undergraduate students in a wide variety of disciplines and subject areas.

STUDENT ACCEPTABLE USE OF TECHNOLOGY RESOURCES And OTHER POLICIES

THE STUDENT ACCEPTABLE USE OF TECHNOLOGY MANUAL

The Hodges University Department of Technology provides a detailed policy and resource guide for students. Students are responsible for following the policies and should take the time to read the material. Any questions may be addressed to the Dean of Students. The following link will connect to the manual: http://webadvisor.hodges.edu/aa_pdfs/Student_AUTR.pdf

STUDENT EMAIL ACCOUNTS

Hodges University provides electronic mail services to students and alumni to use as their primary e-mail address. Communication between Hodges University and Students will take place via this account. Hodges University encourages the use of e-mail in support of instruction, research and public service. Students are urged to make extensive use of e-mail to communicate with their instructors, support staff and fellow students. In support of email usage Hodges University provides students with instructions for accessing student email using mobile devices. As the University cannot secure personally owned devices, students use mobile devices to access University email at their own risk. Students are expected to use e-mail services responsibly, i.e. to comply with all applicable local, state and federal laws, and with other University policies. Hodges University reserves the right to remove any accounts inactive for a year or more. Sending unsolicited commercial or bulk email is not permitted. A full explanation of the electronic mail services Hodges University can be found via MyHUgo.hodges.edu "Documentation".

ADDRESS CHANGES

Each student is responsible for notifying the Registrar's Office of a change of permanent home address by completing a Change of Address form located in My Profile in WebAdvisor.

CELLULAR PHONE POLICY

Hodges University recognizes the growing trend regarding student possession of cellular phones with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, as well as copyright and intellectual property laws, the use of these cellular phone features by Hodges University students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded. Any student whose use of their cellular phone violates another's reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to the Executive Vice President and Provost or the Dean of Students as a violation of the Student Behavior Standards.

Cell phones should be placed on vibrate while at the University. Professors will explain to the classes or include their cell policies on syllabi. Students must abide by the requirements of the professors or administration. Text messaging may be a less disturbing communication tool in the professional environment. Disturbances in the classrooms due to cell phones hinder learning, and students should be considerate of their fellow classmates.

STUDENT RIGHTS AND RESPONSIBILITIES

INTRODUCTION

Acceptance to the University and matriculation entitles each student to the rights and privileges of membership in the Hodges University community. As in other communities, students must assume the responsibilities and obligations accompanying these privileges. The responsibility for maintaining appropriate standards of conduct and observing all University regulations and policies rests solely with the student.

Each student is held responsible for behaving in a manner consistent with the best interest of the University and of the student body. In order to protect the rights and privileges of all students, there are student behavior standards which are intended to facilitate the desired environment and educational goals of the University and its students. It is important that each student become familiar with the responsibilities and the rights afforded students by Hodges University.

STUDENT BEHAVIOR STANDARDS

Hodges University has established the following behavior standards to develop student awareness and responsibility to the University community and the institution. Behavior, for which a student is subject to discipline, or dismissal from a class or internship by the University, falls into these categories:

1. Any act of dishonesty toward Hodges University, including (but not limited to) cheating, plagiarism, misuse of University documents or records, forging or knowingly furnishing false information to the University.
2. Obstruction of or disruption to, including (but not limited to) teaching, research, administration, disciplinary procedures, or any scheduled University activity.
3. Students are expected to be professional and polite in their exchanges, avoid language that may be considered a verbal assault, and comply with the University's nondiscrimination statement.
4. Damage to or theft of Hodges University property, or property of a member of the University community while located on University property.
5. Unauthorized entry or access to Hodges University equipment, facilities, supplies, or records. Students are required to wear their ID badges on campus.
6. Abuse or assault of any person on Hodges University property or conduct which endangers the health of any person.
7. Unlawful possession, use or distribution of any controlled substance as defined by law on University property.
8. Unlawful possession of weapons on Hodges University property.
9. Disorderly, lewd, indecent or obscene conduct on University property or at University events.
10. Failure or refusal to comply with lawful directions of Hodges University officials acting in the performance of their duties.
11. Failure or refusal to comply with the internship policies and procedures established for each program. If a student's behavior results in an internship being terminated, the student will not be assigned to another internship, which may result in the student not being able to graduate.
12. Failure or refusal to comply with the University policy that no person will be permitted on campus while intoxicated and no consumption of alcoholic beverages will be permitted during classes.
13. Violation of any Hodges University policy or regulation.

STUDENT DISCIPLINARY PROCEDURES

Students in violation of the Student Behavior Standards are subject to disciplinary action. An interim administrative suspension may be imposed without hearing pending final disposition of a disciplinary action for such violations. A formal suspension, probation, or dismissal may be imposed after formal proceedings as follows:

1. The student has been served written notice of the violation. Service may be in person or by sending the notice U.S. regular mail to the address provided on the last registration form signed by the student.
2. The student, upon the student's request, is provided inspection and/or review of the evidence of the violation.
3. The evidence of the violation is reviewed by the disciplinary hearing officer.
4. Within seven (7) working days of the notice of violation, a student may request a hearing before the Hearing Officer. A hearing shall be held within seven (7) working days of the request, in which the evidence of the violation is presented, and the student is afforded an opportunity to examine the evidence of the violation and present any defense or extenuating or mitigating circumstances.
5. A written finding is provided to the student, the President, and Executive Vice President and Provost within seven (7) working days of the hearing. The written finding will contain a summary of the facts upon which the disciplinary decision is made and the terms and conditions of the disciplinary action.

A suspension or probation will state the duration and terms of the suspension or probation, and conditions of termination of the suspension or probation. A dismissal is final and prohibits re-entry into Hodges University.

The disciplinary hearing officer will be either the Executive Vice President and Provost or an ad hoc committee appointed by the Dean of Students. The composition of a disciplinary committee will be in the sole discretion of the Dean of Students.

A student may appeal the decision of the Disciplinary Hearing Officer or the Disciplinary Committee, if one is used, to the President of Hodges University. The appeal must be in writing within seven (7) working days and clearly specify the reason(s) for the appeal, or it will automatically be dismissed. The President will have final authority over the matter.

COMPLICITY

Students associated with, or present during, the commission of an act(s) by another, which constitutes a violation of University policy, may also be charged if the student's behavior constitutes permission, contributes to, or condones the violation.

FAILURE TO COMPLY

All students and guests of Hodges University are expected to comply with the directives or reasonable requests of University officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet appointments in administrative offices; participation in administration and/or judicial proceedings; and compliance by the stated deadline with all terms and conditions of all disciplinary sanctions. Administrative discretion may be used to place a hold on a student's account (registration, grades, etc.) if the student fails to comply with the directions of a University official.

FALSE INFORMATION

Providing false or misleading information to Hodges University or a University official or to a local, state, or national agency or official is a violation subjecting a student to disciplinary action up to and including expulsion or rescission.

FALSIFICATION OF RECORDS

Falsification of University records is prohibited. Hodges University records include, but are not limited to, admission, enrollment, registration, financial aid, student disciplinary, academic, health records, and student employment.

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and University official. In cases where a student violates any of the terms of this policy, Hodges University will take appropriate disciplinary actions, up to and including expulsion.

FRAUD

Any act or statement (written or oral) containing false, incomplete, or misleading information intended to deceive or misrepresent any part of Hodges University or any person or business is prohibited.

INTERFERENCE WITH UNIVERSITY INVESTIGATION AND DISCIPLINARY PROCEEDINGS

Interference with University investigations, administrative procedures, or disciplinary proceedings, or judicial proceedings such as those conducted by the Dean of Students, or any other University office authorized to conduct investigations or disciplinary proceedings is prohibited. This includes, but is not limited to, the use of force, threat of force, coercion, or promise of reward to any person or property of persons involved in University investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy University investigations or destroy University records or evidence. Interference with University investigations, disciplinary proceedings, or records may result in disciplinary action.

In an effort to foster and provide an environment free from bias or prejudice for the parties involved, publication (verbal or written communication(s)) regarding any University investigatory, administrative, disciplinary, or judicial proceeding is prohibited if the publication is deemed by the appropriate official overseeing the proceeding to compromise the impartiality and integrity of the proceeding.

Communication related to the proceeding will be limited to identify individuals using administrative discretion on a need-to-know basis.

THE STUDENT GRIEVANCE POLICY

PURPOSE

The primary objective of a student grievance procedure is to insure that concerns are promptly dealt with and resolution reached in a fair manner for all parties concerned. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of the University administration with the assurance that each will be given fair treatment. The student grievance procedures of Hodges University are designed to provide effective means for resolving legitimate issues that are subject to the grievance process.

GRIEVANCE DEFINITION

A grievance is defined as dissatisfaction occurring when a student feels or thinks that any condition affecting him/her is unfair, or creates unnecessary hardship. Grade appeals are not included in the grievance process. Grade appeals are addressed by the Executive Vice President and Provost, and information concerning Grade Appeals and Grade Changes is located in the Undergraduate Catalog or in the Graduate Bulletin.

DEFINITION OF FORMAL AND ACADEMIC GRIEVANCES

Hodges University affords two grievance procedures for students, depending on the nature of the grievance. The Formal Grievance procedure is for non-academic concerns, and the Academic Grievance procedure is for concerns related to classroom issues other than grade appeals.

INFORMAL GRIEVANCE RESOLUTION

The initial phase of the student grievance procedure is oral discussion between the student and the University instructor, administrator, or staff member alleged to have caused the grievance in order to communicate and resolve the problem. The meeting should be held as soon as the student first becomes aware of the problem. If the student has good cause not to meet with the person(s) alleged to have caused the grievance, or considers the response to the grievance to be unsatisfactory causing the grievance to still exist, then the student should consult with the person's supervisor to attempt to resolve the problem. Should the matter remain unresolved to the satisfaction of the student, then the student may file a formal grievance or academic grievance. As stated above, a grade appeal is not the same situation as a formal academic grievance.

Problems between students should be brought to the attention of the instructor, program chair, dean, Executive Vice President and Provost or the Dean of Students for discussion and resolution.

THE FORMAL GRIEVANCE PROCEDURE

To file a formal grievance, the student should obtain a grievance form from the office of Student Development and file it with the Dean of Students. The grievance form must be signed by the student and set forth in specificity and with clarity as to the substance of the complaint.

The Executive Vice President and Provost will serve a copy of the Grievance Form to any and all parties which the student has included in the grievance and the Hearing Officer.

The Hearing Officer will be Executive Vice President and Provost or designee for non-academic, formal grievances. The Hearing Officer may ask the Executive Vice President and Provost to appoint an Ad hoc Committee to serve as the designee.

Within seven (7) working days of service of the grievance the accused parties will submit in writing their explanation, if any, to the Hearing Officer.

Upon request, the parties will submit for inspection and/or review any evidence relevant to the grievance which the parties have knowledge of to any other party to the action.

Within fourteen (14) working days of the filing of the Formal Grievance the Hearing Officer or designee will have a preliminary hearing to determine if there is probable cause to proceed with the grievance and attempt to resolve the matter.

The hearings may not be tape recorded. Any party may request the hearing to be transcribed by a licensed court reporter; however, the expense of the court reporter shall be borne by the requesting party and a copy of the transcript shall be provided to Hodges University at no cost to the University. Hearings may not be attended by outside agencies or attorneys, as these hearings are informal and internal proceedings. Further, all written grievances are confidential and no outside third party shall be provided a transcript of the proceedings without the consent of all parties involved. Violation of confidentiality may result in dismissal from the University or termination of employment.

If the Hearing Officer or designee determines that there is not probable cause to support the grievance, then the Hearing Officer or designee will dismiss the grievance in writing stating the reasons for that finding. Such decision may be appealed to the President who will have final authority on that issue. The appeal must be filed within seven (7) working days and state with specificity and clarity the reasons for the appeal.

If the Hearing Officer or designee finds there is probable cause to support the grievance, the Hearing Officer or designee may resolve the grievance or pass the resolution to a Grievance Committee, which is ad hoc. The Executive Vice President and Provost will appoint appropriate members to the Ad Hoc Grievance Committee. The Committee will consist of one Administrator, one Student, and a Chair selected from the Faculty. The Chair will have a vote.

Within fourteen (14) working days the Grievance Committee will convene a hearing to determine the resolution of the grievance.

FORMAL GRIEVANCE COMMITTEE PROCEDURE

The Formal Grievance Committee will hear the matter and resolve the dispute subject to the following:

1. The Student will present all relevant evidence to the Committee, subject to examination by the other parties and/or the Committee.
2. The other parties will present all relevant evidence to the Committee, subject to examination by the Student and/or the Committee.
3. Other persons may be allowed to present evidence at the sole discretion of the Committee Chair.
4. The Committee will make a written finding within seven (7) working days of the hearing which will contain the decision of the Committee and findings of fact that support the decision. This written finding will be filed with the Dean of Students. The Executive Vice President and Provost will serve a copy to all parties, and the President.

THE ACADEMIC GRIEVANCE PROCEDURE

To file an Academic Grievance, the student should obtain an Academic Grievance form from the appropriate Dean or Program Chair and file it with this same individual. The grievance form must be signed by the student and set forth in specificity and with clarity as to the substance of the complaint.

The Dean or Program Chair will serve a copy of the Grievance Form to any and all parties which the student has included in the grievance and the Hearing Officer.

The Hearing Officer will be Executive Vice President and Provost or designee for academic grievances. The Hearing Officer may ask the Dean or Program Chair to appoint an Ad hoc Committee to serve as the designee.

Within seven (7) working days of service of the grievance the accused parties will submit in writing their explanation, if any, to the Hearing Officer.

Upon request, the parties will submit for inspection and/or review any evidence relevant to the grievance which the parties have knowledge of to any other party to the action.

Within fourteen (14) working days of the filing of the Formal Grievance the Hearing Officer or designee will have a preliminary hearing to determine if there is probable cause to proceed with the grievance and attempt to resolve the matter.

The hearings may not be tape recorded. Any party may request the hearing to be transcribed by a licensed court reporter; however, the expense of the court reporter shall be borne by the requesting party and a copy of the transcript shall be provided to Hodges University at no cost to the University. Hearings may not be attended by outside agencies or attorneys, as these hearings are informal and internal proceedings. Further, all written grievances are confidential and no outside third party shall be provided a transcript of the proceedings without the consent of all parties involved. Violation of confidentiality may result in dismissal from the University or termination of employment.

If the Hearing Officer or designee determines that there is not probable cause to support the grievance, then the Hearing Officer or designee will dismiss the grievance in writing stating the reasons for that finding. Such decision may be appealed to the President who will have final authority on that issue. The appeal must be filed within seven (7) working days and state with specificity and clarity the reasons for the appeal.

If the Hearing Officer or designee finds there is probable cause to support the grievance, the Hearing Officer or designee may resolve the grievance or pass the resolution to an Academic Grievance Committee, which is ad hoc. The Dean or Program Chair will appoint appropriate members to the Ad Hoc Grievance Committee. The Committee will consist of three Faculty Members, one Student, and a Chair selected from the Administration of the University. The Chair will have a vote. The minimal participation in an Academic Grievance Committee meeting is one Faculty, one Student, and the Chair.

Within fourteen (14) working days the Grievance Committee will convene a hearing to determine the resolution of the grievance.

ACADEMIC GRIEVANCE COMMITTEE PROCEDURE

The Academic Grievance Committee will hear the matter and resolve the dispute subject to the following:

1. The Student will present all relevant evidence to the Committee, subject to examination by the other parties and/or the Committee.
2. The other parties will present all relevant evidence to the Committee, subject to examination by the Student and/or the Committee.
3. Other persons may be allowed to present evidence at the sole discretion of the Committee Chair.
4. The Committee will make a written finding within seven (7) working days of the hearing which will contain the decision of the Committee and findings of fact that support the decision. This written finding will be filed with the Executive Vice President and Provost, who will serve a copy to all parties, and the President.

APPEALS

The appeal process is available to students addressing decisions of the Hearing Officers or a Grievance Committee. Either party may appeal the decision, within seven (7) working days after the written decision to the President who will have the final authority over the matter. The President normally will only consider the written record of the evidence, including the complaint, student file, responses, minutes of the meetings, and written reason for the appeal, in order to render a decision in the matter.

In the event than any party fails to appeal, the decision regarding probable cause or fails to appeal the written decision of the grievance committee or hearing officer within seven (7) working days, then the grievance shall automatically be dismissed without further recourse or review.

Title IX Grievances

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive federal financial assistance. Title IX also protects people from sexual harassment under these same guidelines. More specifically, Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

At Hodges University, sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature.

The primary objective of the grievance procedures outlined below is to ensure that concerns relating to sex discrimination and/or sexual harassment are promptly dealt with and resolution reached in a fair manner consistent with the requirements of Title IX. Inquiries will be kept as confidential as possible, will only be disclosed to those persons having a need to know, and will not be subject to retaliation. Inquiries concerning Title IX should be directed to the Title IX Coordinator, Dr. Marcia Turner, 2655 Northbrooke Drive, Naples, FL 34119, 239-482-0019 or 239-513-1122.

Filing a Title IX Grievance

Any student or employee may file a grievance with the Title IX Coordinator alleging sex discrimination and/or sexual harassment. The grievant shall have the right to request assistance from the Title IX Coordinator in regard to both the process of filing a grievance and the preparation of the grievance form itself. A grievance must be filed within 30 days of the occurrence of the alleged Title IX violation.

Prior to the submission of a written grievance to a hearing officer, the grievant may request pre-grievance contact with the respondent alleged to be directly responsible for the violation, and/or with the persons having immediate supervisory authority related to the grievance to arrive at an informal resolution of the grievance. These persons may make reasonable efforts to meet with the Title IX Coordinator to discuss the grievance that the student or employee wishes to bring to their attention. Such a pre-grievance contact, however, shall be at the option of the grievant(s); it shall not be a precondition for the submission of a written grievance to a hearing officer.

Grievances filed with the Title IX Coordinator shall be in writing on a form provided by the coordinator, and shall provide the following information: name and address of grievant; nature of alleged violation; name of persons responsible for the alleged violation (if known); requested relief or corrective action (specification of desired relief shall be at the option of the grievant), and any background information the grievant believes to be relevant (e.g., names or groups of other persons affected by the violation, etc.). Upon receipt of the grievance form, the Title IX Coordinator shall then conduct a confidential investigation of the facts presented by the grievant.

Title IX Grievance Procedures

Within five days of the filing of a grievance, the Title IX Coordinator shall submit a copy of the completed grievance form to the respondent(s). The respondent(s) receiving a copy of a grievance form shall, within five days, submit a written answer to the Title IX Coordinator. Such answer shall confirm or deny each fact alleged in the grievance, indicate the extent to which the grievance has merit, or indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress.

Within five days after receipt of the respondent's written answer, the Title IX Coordinator shall submit a copy of the grievance form, the respondent's answer, and the results of his/her investigation to include any relevant documentation and/or statements from witnesses to the Executive Vice-President and Provost (hereinafter Hearing Officers). If no grievance answer has been received from the respondent(s) by the fifth day after notification, the Title IX Coordinator shall, on the sixth day, immediately submit a copy of the grievance form to the Hearing Officers along with a notice of non-response from the respondent, and schedule a date for a hearing. The Title IX Coordinator shall notify the grievant, the respondent, and the Hearing Officers of the time and place of the hearing.

Participants in the hearing may include the grievant, the respondent, any representative(s) of either the grievant or the respondent, any individual requested by either party to provide information relevant to the evaluation of the grievance, and the Hearing Officers. The Title IX Coordinator shall be present to act as moderator and recorder. Hearings may not be attended by outside agencies or attorneys, as hearings are informal and internal proceedings.

Procedures governing the conduct of the hearing:

- a. Duration: The time established for the duration of the hearing shall be allocated in equal parts to the grievant and the respondent. The Title IX Coordinator shall moderate the usage of time.
- b. Grievance witnesses: Both the grievant and the respondent shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the grievance.
- c. Questioning of witnesses: Formal rules of evidence shall not be applied to the hearing. The grievant and respondent shall have the right to use their allocated time to ask questions of any person participating in the hearing.
- d. Transcripts: Hearings may not be tape recorded. Any party may ask the hearing to be transcribed by a licensed court reporter; however, the expense of the court reporter shall be borne by the requesting party and a copy of the transcript shall be provided to Hodges University at no cost to the University. No outside third party shall be provided a transcript of the proceedings without the consent of all parties involved.

Within five days of the hearing, the Hearing Officers shall submit a written grievance decision to the grievant and the respondent(s) via the Title IX Coordinator. The decision shall, based on clear and convincing evidence: 1.) confirm or deny each fact alleged in the grievance and in the respondent's answer; 2.) indicate the extent to which the grievance has merit; and 3.) indicate acceptance or rejection of any redress specified by the grievant or respondent.

If the grievant rejects the Hearing Officers' decision, she/he shall, within ten days of the receipt of the decision, notify the Title IX Coordinator of his/her intent to appeal the grievance to the President. This notification shall be in writing. If no such notification is received by the Title IX Coordinator within this time period, any corrective action specified in the hearing decision shall be taken, and the grievance will be recorded as closed.

Appealing a Title IX Grievance

Within five days of the grievant's decision to appeal the grievance, the Title IX Coordinator will submit a formal appeal request to the President along with all written materials and/or records relevant to the grievance. Within five days of receipt of the request, the President shall issue a written decision which

includes a statement regarding the validity of the grievance allegation, and a specification of any corrective action to be taken. This decision shall specify the reasons on which the decision is based. Copies of the decision shall be sent to the grievant, respondent, and Hearing Officers via the Title IX Coordinator. This decision shall constitute the final decision issued pursuant to any grievance.

If the grievant rejects the President's appellate decision, the Title IX Coordinator will inform the grievant that she/he may notify a state or federal agency having civil rights enforcement power.

RIGHTS AND RESPONSIBILITIES OF HODGES UNIVERSITY STUDENTS

The following list of Student Rights and Responsibilities clarifies the freedoms and responsibilities afforded to all students at Hodges University:

The **right** to have a copy of the institution's annual security report. This is posted right outside the Registrar's Office. Upon request to the Registrar's Office, students are entitled to a copy.

The **right** to have a copy of the institution's accreditation letter. You may receive a copy from the Office of Academic Affairs.

The **right** to know the institution's graduation and transfer out rate. You may receive a copy from the Registrar's Office.

The **right** to know your rights as a student under FERPA (Family Education Rights and Privacy Act). You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

The **right** to know the specific facilities and services available to disabled students. This information can be obtained from the institution's ADA Coordinator.

The **right** to know the requirements for withdrawing from school. You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

The **right** to know the degree programs, training, and other education offered at Hodges University. You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

The **right** to know the instructional, laboratory, and other physical plant facilities associated with Hodges University. Contact the Registrar's Office for this information.

The **right** to know the criteria for measuring Satisfactory Academic Progress. You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

The **right** to obtain a list of faculty and instructional personnel. You can find this information in Undergraduate Catalog and in the Graduate Bulletin.

The **right** to know how students apply for financial aid and how eligibility is determined. Contact the Financial Aid Office for this information.

The **right** to know the types of need based and non-need based Financial Aid available to students. You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

The **right** to know how the Financial Aid Office distributes aid among students and how and when Financial Aid will be disbursed. Contact the Financial Aid Office for this information.

The **right** to know the terms and conditions of any employment that is part of the Financial Aid Package. Contact the Financial Aid Office for this information.

The **right** to know the terms of, the schedules for, and necessity of loan repayment and required exit counseling and the right to know the terms and conditions under which students receiving Federal Education Loans may obtain deferments. Contact the Financial Aid Office for this information.

The **right** to choose your own lender. Contact the Financial Aid Office about how to do this.

The **right** to know you may decline all or part of your Financial Aid Award and that this must be done in writing. Contact the Financial Aid Office about how to do this.

The **right** to know that you have up to 14 days to decline your loan, and that any resulting balance owed must be paid in full immediately to the Business Office. Contact the Financial Aid Office about how to do this.

The **right** to know the costs of attending Hodges University and any additional costs of the program in which the student is enrolled. You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

You have a **right** to know the requirements for the return of Federal Student Aid Program funds when a student withdraws from school and information about the refund policy. You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

You have a **responsibility** to complete all application forms accurately and submit them on time.

You have a **responsibility** to know how much you are being charged for tuition and fees and how much Financial Aid you are receiving.

You have a **responsibility** to submit all forms to the Financial Aid Office required for verification.

You have the **responsibility** to know that early withdrawal may result in loss of Financial Aid eligibility.

You have the **responsibility** to report changes of name, address, and phone number to the Registrar's Office.

THE PAYMENT OF FEES

STUDENT ACCOUNTS

All students' accounts are due and payable at the time such charges are incurred. University regulations prohibit registration, graduation, granting of credit, taking of final examinations, or release of grades or transcripts for students whose accounts are delinquent. Exceptions to this policy may only be approved by the Executive Vice President and Provost, in consultation with the Vice President of Finance. Delinquent accounts may limit student services such as participation in clubs or organizations or career development assistance.

ALTERNATIVES FOR FINANCING YOUR EDUCATION

INTRODUCTION

Responsibility for satisfying all costs, charges, and fees for higher education rests solely with the student. Students may bear this responsibility through their direct payment, a private third party lender arrangement, specific periodic payments, Federal or State student loans and grant programs, or through employer support where available.

FINANCIAL AID

Hodges University awards financial aid to eligible students under the Federal Higher Education Act, Title IV and through programs administered by the Florida Department of Education. The following grants and loans are available for undergraduate students:

- Federal Pell Grants
- Federal Direct Loan Program
- Federal Direct Plus Loan Program
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program
- Florida Resident Access Grant
- Florida Student Assistance Grant

In order to receive financial aid, a student must come to the Financial Aid office for an interview to provide documentation of eligibility. The Vice President of Student Financial Services or officer will assist the student throughout the verification process and in filling out the applications properly. It is important to understand that the accuracy of the information provided to the financial officer will impact upon eligibility to receive financial aid.

There is an "open door" policy in the Financial Aid office, but appointments are always a good idea. Borrowing federal monies for educational purposes is a student's right, but repayment must be seriously considered. The office of Financial Aid can help students better understand and make the correct choices to finance their education.

Certain kinds of financial aid are available to eligible students. If the student is eligible, an appropriate award package will be developed. Prior to the actual disbursement of any financial aid, a student may have to complete a verification process which will document certain information provided. Information on the types of documentation required will normally be provided during the student's financial aid interview.

Students are cautioned that all awards are made based on the availability of program funds to the University and accuracy of the information provided to determine financial aid eligibility. Reductions in funding for programs, over which the University has no control, or changes in eligibility status due to the verification process, may amend initial awards. Students must maintain good standing and satisfactory progress toward completion of their respective program. (See "Standards of Academic Progress" listed herein).

No students may receive financial aid if they owe a refund on any grant, are in default on any loan, or have borrowed in excess of established loan limits under Title IV financial aid programs at any institution or are enrolled in either an elementary or secondary school.

VERIFICATION POLICY

Students selected for verification will be contacted by phone, letter, or email within two weeks of turning in their completed financial aid paperwork. The Financial Aid Office will not disburse any financial aid funds to a student's account until the required documentation is received. The required documentation has to be received by the Financial Aid Office within 30 days of the student being notified. Failure to comply will make the student ineligible for financial aid until the paperwork is received.

If information on a financial aid application is in error, the student will be notified to make corrections of the FAFSA on the web. Students are not eligible for financial aid and no aid will be disbursed until these corrections are made.

FEDERAL PELL GRANT

The Pell Grant is designed to assist students in continuing their education beyond high school and also to attempt to provide students with a basis of financial assistance to help defray the cost of postsecondary education. The amount of the grant, which need not be repaid, is determined by the student's need and the

cost of attendance at the University. Students already holding a bachelor's degree are not eligible for this grant.

FEDERAL DIRECT LOAN PROGRAM

The Federal Direct Loan Program, available to eligible students, is a low-interest loan to help pay for the cost of education. Maximum loan limits, set by Federal law, are applied based upon the student's yearly progress at the University. The lender is the U.S. Department of Education. Repayment of the Federal Direct Loan generally begins six months after the students have graduated, left school, or dropped below a half-time class schedule.

There are two types of Federal Direct Loans:

1. Subsidized - Federal government pays the interest to the lender while the student is in school.
2. Unsubsidized - Interest accrues from the date of origination and is the responsibility of the borrower.

Eligible students who are enrolled at least on a half-time basis may borrow funds under this program.

FEDERAL PLUS LOAN PROGRAM (Parent Loan for Undergraduate Students)

Eligibility for a PLUS Loan is limited to parent borrowers. Parents may borrow for dependent students. The maximum amount of PLUS loan is the difference between the Cost of Education and other aid already available.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) PROGRAM

This program provides grants to undergraduate students with exceptional need to help pay for their postsecondary education.

THE FEDERAL WORK-STUDY (FWS) PROGRAM

This program gives part-time employment to undergraduate or graduate students who qualify for the need-based program. (See the University Catalog for more details).

FLORIDA RESIDENT ACCESS GRANT (FRAG)

This program provides tuition assistance to full-time Florida undergraduate students attending an eligible independent, non-profit Florida college or university. A minimum of one year Florida residency is required. Students already holding a bachelor's degree are not eligible for this grant. (See the University Catalog for more details).

FLORIDA STUDENT ASSISTANCE GRANTS (FSAG)

This program is for full-time undergraduate students with financial need, who are attending an eligible public or private institution. A minimum of one year Florida residency is required. (See the University Catalog for more details).

REFUND POLICY

The operating budget of the University provides for the engagement of faculty, expenses, and other annual provisions for management and physical facilities. The University anticipates its budget upon the collection of tuition charges for the full academic term from all accepted students. The withdrawal of a student does not decrease the expenses of the University to any substantial extent. In many cases, classes may have been closed to other students due to capacity. The refund policy has been established so that the student who registers for a class and then withdraws will share in the incurred costs. Refunds are made in a fair and equitable manner in accordance with the policies which follow.

STUDENT RESPONSIBILITY, REFUND APPEALS PROCESS

It is the responsibility of the student to notify the Registrar's Office in writing if the student wishes to cancel or withdraw. Examples of the application of the following refund policy are available upon request in the Business Office. If the student wishes to appeal the calculation of a refund, the appeal is to be filed in writing to the Business Office for its review. If the appeal is not resolved at this level, the student may appeal in writing to the Vice President of Finance

CANCELLATION POLICY

If a student has not yet entered class(es), the student may cancel his/her enrollment agreement within 3 days of the date the student signed the contract. In such cases, the student will receive a full refund of any tuition or fees paid, less the application fee which is non-refundable. If a student has entered class(es), enrollment will not be cancelled. The student must withdraw and the withdrawal policy will apply. A student is considered to have entered a class if he/she attends a classroom session or participates in an academically-related activity in an online course.

FAILURE TO ENTER - If the student does not enter classes, the full amount of any prepaid tuition is refundable. (Application fees are non-refundable). A student is considered to have entered a class if he/she attends a classroom session or participates in an academically-related activity in an online course.

DROP/ADD

For semester long courses, the first week of each term is the drop/add period. If the student wants to add or drop a class, the desired change must be communicated to the Registrar's Office by the end of the first week of the term. At the end of the first week of the term, the student status will be permanent for the whole term, both in terms of charges for classes and in amount of financial aid eligibility. There are no refunds of charges for individual classes dropped after the first week. If a student drops all classes during the drop/add period, the student will be considered withdrawn and the withdrawal policy will apply.

For mini-term courses, a course may not be added after the term begins; however, a course may be dropped during the first week of the term. The desired change must be communicated to the Registrar's Office. At the end of the first week of the mini-term, the student status will be permanent for the whole term, both in terms of charges for classes and in amount of financial aid eligibility. There are no refunds of charges for individual classes dropped after the first week. If a student drops all classes during the drop/add period, the student will be considered withdrawn and the withdrawal policy will apply.

For competency-based programs offered in a self-paced format, the first week of the six month subscription term is the drop period. If the student wants to drop a class, the desired change must be communicated to the Registrar's Office and the Program Chair of the Program by the end of the first week of the term. At the end of the first week of the subscription period, the student status will be permanent for the whole term, both in terms of charges for classes and in amount of financial aid eligibility. Students enrolled in a competency-based program are permitted to add courses throughout the six month subscription term. If a student drops all classes during the drop/add period, the student will be considered withdrawn and the withdrawal policy will apply.

WITHDRAWAL

he student must report to the Registrar's Office to officially withdraw from the University. The date the student notifies the Registrar's Office of withdrawal is considered the date of withdrawal. Tuition and fees will be charged on a pro-rata basis (rounded up to the nearest 10%) through 50% of the term, plus an administrative fee of \$100. After 50% of the term, 100% of tuition and fees will be charged. Please consult the Academic Calendar for withdrawal dates for specific terms. Students who withdraw during the add/drop period will be charged 10% of tuition and fees plus an administrative fee of \$100; after all financial aid has been applied, any remaining balance will be cancelled by the University. Students who withdraw after the add/drop period will be responsible for paying any resulting balance due.

PROCESSING OF REFUNDS

Students who have received Title IV Federal Student Financial Assistance will also be subject to the Federal Return of Funds Policy. Students who withdraw during a term may owe the University after funds have been returned to Federal programs, and may in some cases owe refunds directly to the Federal programs.

Refunds of tuition and/or other refundable charges due students will be made within forty-five (45) calendar days of the student's official date of withdrawal. Refunds for the student who fails to notify the University of withdrawal will be processed within the earlier of forty-five (45) calendar days from the day the University determines that the student has withdrawn, or forty-five (45) calendar days from the end of the trimester. Refunds to undergraduate students receiving Title IV Student Financial Assistance will be made in accordance with applicable regulations, and will be allocated in the following order:

- a. To eliminate outstanding balances on unsubsidized Federal Direct Loans received by the student.
- b. To eliminate outstanding balances on subsidized Federal Direct Loans received by the student.
- c. To eliminate outstanding balances on Federal Direct PLUS loans received on behalf of the student for the period.
- d. To eliminate any amount of Federal Pell Grants awarded to the student for the period.
- e. To eliminate any amount of Federal Supplemental Educational Opportunity Grant awarded to the student for the period.
- f. To eliminate any amount of other assistance awarded to the student under programs authorized by Title IV of the Higher Education Act for the period.
- g. To repay other Federal, State or private institutional student financial assistance received by the student.
- h. To the student.

Refunds to graduate students receiving Title IV Student Financial Assistance will be made in accordance with applicable regulations, and will be allocated in the following order:

- a. To eliminate outstanding balances on unsubsidized Federal Direct Loans received by the student for the period.
- b. To eliminate outstanding balances on subsidized Federal Direct Loans received by the student for the period.
- c. To eliminate any amount of other assistance awarded to the student under programs authorized by Title IV of the Higher Education Act for the period.
- d. To repay required refunds of other Federal, State or private institutional student financial assistance received by the student.
- e. To the student.

HIGHER ONE – EASY REFUND CARD

Hodges University has partnered with HigherOne, a financial services company focused solely on higher education, to bring all degree-seeking students an easy and convenient way to receive financial aid disbursement refunds. HigherOne delivers funds via the Easy Refund Debit MasterCard®. Students may elect to set up a OneAccount and use the debit card or set up an ACH to transfer funds directly to his/her own bank account. There are no fees to set up a OneAccount. HigherOne ATMs are located on both main campuses and withdrawals from the ATMs using the Easy Refund debit card do not incur charges. However, the OneAccount does charge regular banking fees such as overdraft charges, using an ATM other than a HigherOne ATM, fees to order checks, etc. For a complete listing of all fees associated with the OneAccount, students should consult the information pages on the HigherOne website. If a student elects to transfer funds directly to his/her bank account, there is no fee for doing so. Generally, the ACH transfer takes between 2-4 business days depending on the receiving bank. Additional information is available in the Business Office as well as online at EasyRefundCard.com.

YOUR RIGHT TO KNOW

POLICIES AND PROCEDURES

Any new policies and procedures, or “Your Right to Know” materials, will be posted in the announcement section on the student portal. Students should regularly check the student portal and keep themselves up to date on all new information.

AMERICANS WITH DISABILITIES (ADA) of 1990

The term disability means with respect to an individual: (a) a physical or mental impairment that substantially limits one or more major life activities, (b) a record of such impairment, or (c) being regarded as having such impairment (42 U.S.C. 12102(2)).

Hodges University does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act of 1990, respectively. This policy extends to Section 504, or the Americans with Disabilities Act, as well as charges of violations of this policy, should be directed to the ADA Coordinator, Ms. April Brown, Hodges University, 2655 Northbrooke Drive, Naples, Florida, 34119.

It is the responsibility of the student with special access needs to inform the University of these special needs and to provide the requisite supporting documentation.

Notification to students of Hodges University compliance with the ADA appears herein and in the Student Handbook. The [ADA Coordinator](#) for the University is the Director of Counseling who is responsible for the coordination of compliance efforts and the investigation of complaints. If a student feels he/she has been discriminated against based upon a disability or in violation of ADA guidelines, he/she may file a grievance in accordance with the grievance policies outlined in the Student Handbook. Copies of the University ADA Policies and Procedures are available in the Registrar and Admissions Offices.

DISABILITY SUPPORT SERVICES

Recognizing its commitment to providing equal access and equal opportunity, Hodges University provides disability support services which assist individuals with special needs in accessing and making use of campus services and facilities. Disabled students are encouraged to contact the Director to make arrangements for any needed assistance, to receive an orientation to the campus, and to discuss the support they will need to complete their academic program. Counseling and Disability Support Services also helps individuals to integrate into the campus community. Anyone requiring special accommodations in order to participate in campus events should contact the Director of Counseling four weeks prior to scheduled activities.

HEALTH, SAFETY AND SECURITY POLICIES AND PROCEDURES

The policy of Hodges University is to provide its students, faculty, staff, and all of its employees, as well as guests and visitors to its campus, a secure, safe and healthy environment in order to enhance the delivery of educational services and otherwise comply with the letter and spirit of its Mission Statement.

HEALTH ISSUES

HEALTHY HODGES / WELLNESS COMMITTEE

Hodges University promotes a healthy lifestyle with dozens of community events, informational workshops and publications, as well as providing support and encouragement in wellness efforts. The University has been designated “Fit Friendly” by the American Heart Association. The Hodges University Wellness

Committee (School of Allied Health) and Healthy Hodges (Student Development) work together to get HU on a healthy track. For information, contact the [Dean of Students](#).

PERSONAL APPEARANCE, DRESS, AND HYGIENE

Students are expected to follow commonly accepted standards of personal hygiene, neatness, and cleanliness of attire. Personal neatness and appropriate dress are generally left to the good taste and judgment of students unless the nature of an internship calls for or requires uniforms or the imposition of dress and grooming standards. Strict professional dress is not required in the classroom; however, professional attire and behavior is appropriate for an institution providing professional programs associated with career enrichment.

Professors may have certain rules as to appearance in their classrooms, and students should comply with the professor's guidelines. In general, hats and sunglasses may not be worn in the classroom.

Good personal hygiene is expected at all times. If a student comes to the University with a less than satisfactory degree of personal cleanliness, the professor or an administrator may require that the student correct the problem before returning to the institution. Continued problems may result in a breach of the Student Behavior Standards. Hodges University reserves the right to decide what appearance, dress, and hygiene is appropriate to the institution.

Students who wish to discuss professional dress, hygiene, or other such matters may make an appointment with the [Director of Counseling](#).

MANDATORY MEDICAL/PSYCHIATRIC WITHDRAWAL

The Director of Counseling, LMHS, with authorization of the administration, is authorized to order a mandatory medical or psychiatric withdrawal in those situations where there is reason to believe that a student is a substantial threat to him/herself or interferes with the welfare of other members of the University or the education process of the institution. These administrators may require immediate withdrawal if there appears to be a substantial imminent threat. The University may request that the student be professionally evaluated by a physician, psychologist, or psychiatrist. The student shall be notified in writing of initiation of the withdrawal process.

If a psychological/psychiatric evaluation is required and the student does not comply within a reasonable time or refuses to comply, mandatory withdrawal may be ordered by the administration. A written report will be submitted to the Executive Vice President and Provost summarizing the need for mandatory withdrawal and the reasons for the action. The student and the Director of Counseling will have the opportunity to present information to the Administrative Council. The Administrative Council shall convene at the earliest reasonable time for final determination of disposition.

In the event that mandatory withdrawal is ordered, the student may appeal to the Executive Vice President and Provost. A request for an appeal must be filed in writing to the Executive Vice President and Provost within two weeks of receipt of notification of mandatory withdrawal.

SMOKING POLICY

Hodges University discourages smoking as both a health risk and a fire hazard, and recognizes the health hazards to others of second-hand smoke. Hodges University has adopted a "no smoking" policy in accordance with the Florida Clean Indoor Air Act, and smoking, or use of any other tobacco products or "smokeless" cigarettes, is not allowed while in the University buildings. Smoking is only permitted outdoors in designated areas and students who smoke are expected to exercise good judgment and consideration for others.

DRUG AND ALCOHOL POLICIES

Hodges University recognizes that adults will make their own decisions regarding their personal use of alcohol and other drugs. Hodges University also recognizes that alcohol and other drug abuse by members of the academic community jeopardize the safety of the individual and is a block to the learning process. Therefore, Hodges University is committed to having a campus that is free of the illegal or abusive use of drugs and alcohol. This policy is set forth to meet the University's responsibilities as stated in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

STANDARD OF CONDUCT

Hodges University strictly prohibits the unlawful distribution, possession, or use of illegal drugs by students on University property or as part of any Hodges University activity.

The unlawful, illicit, or unauthorized use of alcohol by students on Hodges University property or as part of any Hodges University activity is prohibited.

DISCIPLINARY SANCTIONS

Hodges University will impose disciplinary sanctions on students who violate the Student Behavior Standards according to the Student Disciplinary Procedures as stated in the Student Handbook.

UNIVERSITY POLICY AND FEDERAL/STATE LAW CONCERNING ALCOHOL AND DRUGS

This section explains the Hodges University policy on the consumption or possession of alcoholic liquor, beer, and wine by students on University property. Federal and State laws concerning alcohol and drugs are outlined in the Substance Abuse Awareness Guide, included in this Student Handbook and as part of the Orientation program.

CONSUMPTION OR POSSESSION OF ALCOHOLIC LIQUOR, BEER, AND WINE BY STUDENTS ON HODGES UNIVERSITY PROPERTY

The consumption or possession of alcoholic liquor, beer or wine is allowed by students 21 years old or older in designated areas on University property, or on host property, in accordance with the Social Policy as stated in the Student Handbook. The consumption or possession of alcoholic liquor, beer or wine by students on Hodges University property other than as provided above is prohibited.

HEALTH RISKS AND LEGAL SANCTIONS

Health risks, legal sanctions for southwest Florida, and Federal Trafficking Penalties are detailed in the Substance Abuse Awareness Guide chapter of the Student Handbook.

COUNSELING AND TREATMENT FOR ALCOHOL AND DRUG ABUSE

The Substance Abuse Awareness Guide chapter of the Student Handbook lists referral sources for the community, as well as national hotline numbers. The Director of Counseling is available for consultation, and will aid students in other references. The University holds seminars and publishes health articles throughout the academic year to increase awareness of the problems associated with substance abuse.

HODGES UNIVERSITY SOCIAL POLICY AND PHILOSOPHY

Hodges University primarily focuses on the needs of adult learners, as stated in the University Mission Statement. This includes both the academic and social sides of campus life. It is the belief of Hodges University that the rules and regulations are designed to encourage and develop a healthy environment in which all members of the community take responsibility for their actions. For those who choose to consume alcohol, Hodges University advocates low-risk drinking choices and requires adherence to state and federal laws. Other guidelines for alcohol consumption may be set by the University and the responsibility of compliance rests with the individual.

The University supports choices for students concerning the use of alcohol. However, for anyone in high-risk groups (i.e., a family history of alcoholism, and/or drug addiction, pregnancy, under stress) or for anyone engaged in high-risk activities (i.e., driving an automobile), abstinence is highly recommended.

SOCIAL POLICY GUIDELINES

SOCIAL EVENT AREAS

1. In regard to facility use, social events in all areas, on campus or at a host site, must receive approval from the Executive Vice President and Provost.
2. Social events with alcohol will be allowed in appropriately enclosed areas with permission from the Executive Vice President and Provost.

SOCIAL EVENT REGISTRATION

1. All events where alcohol is present must be registered with the Executive Vice President and Provost four working days in advance of the event and must be in compliance with the registration guidelines.
3. The group or host registering an event must comply not only with Hodges University's guidelines but also those guidelines developed by the group or host's governing body.
4. At all events where alcohol is present, individuals and organizations are required to provide the names of individuals who will serve as card checkers, servers and designated drivers. If an event has an attendance of fewer than 35 people, only one carder, server and driver are required. Events with more than 35 people require two or more carders, servers and drivers. These individuals must not consume alcohol during the event and must be of legal age.
5. At least one executive officer/person from the sponsoring organization must be present at all events. These individuals must not consume alcohol during the event.
6. Organizations must present a plan to identify those members and their guests who are of legal drinking age. Suggestions include wearing wristbands, stamping hands, or "carding" at the serving table each time a drink is served.
7. Keg beer will be allowed in designated campus areas with the following restrictions:
 1. All keg beer must be served in cups holding 12 ounces or less.
 2. An event must be large enough in size (20 or more persons) in order to have a keg present.
 3. Any violations or misuse of a keg by an organization will be dealt with in the following manner: The organization or individual would be unable to register an alcohol event for one calendar year.
 4. Servers must regulate the number of servings per individual, with a limit of two servings per person. Tokens or hole-punched cards are suggestions for regulation.

GUIDELINES

1. During the registration process, the Executive Vice President and Provost must be provided with the following information:
 1. Expected total number of guests
 2. Expected percentage of guests over 21 years of age
 3. Beginning and ending time and location

4. Description of theme (if appropriate)
 5. Type and amount of food to be served
 6. The names of I.D. checkers, servers, drivers and executive officer/person from the organization/office hosting the event and the faculty advisor of the organization.
2. Sign the registration form. If the event is being cosponsored, you must have the signature of a representative from the other organization. Be sure the other organization gets a copy of the form. Each organization shares equal responsibility for providing I.D. checkers, servers, and executive officers/persons.
 3. The activity must be approved by the Executive Vice President and Provost.
 4. Groups may not offer a cash bar. Cash bars or other direct charge for alcohol is not allowed at any event other than by a host with a liquor license.

COMPLIANCE

Noncompliance with the University's rules and regulations and behavior standards will be subject to appropriate disciplinary sanctions as outlined in the student disciplinary procedures detailed in the Student Handbook.

DRUG PROGRAM

In order to increase student awareness of the problems associated with drug abuse, the University dispenses information throughout the trimester. Drug Awareness seminars may be led by community volunteers who have expertise in this area. All students are encouraged to attend and attendance is noted in the academic file. A "Substance Abuse Awareness Guide" is available to all students from the Executive Vice President and Provost or the Dean of Students, and the Guide is printed in the Student Handbook and is included in the orientation materials distributed to new students. Students who wish further information should contact the [Dean of Students](#) or the [Director of Counseling](#). Community referrals are available.

HEALTH RISKS

Alcohol abuse can lead to varied health problems. Alcoholism, left untreated, shortens life expectancy by 10 to 15 years. A substantial number of alcohol users begin to seek the relaxing effect of this drug to "forget" their troubles, but they become dependent and create more problems for themselves, friends, and family. Alcohol is the leading drug of abuse, is addictive for many people, and has many side effects. Alcohol is a depressant. Continued use of alcohol damages and eventually destroys brain cells. A psychological dependence occurs long before there is a physical dependence. Alcohol is a psychoactive or mind-altering drug.

Marijuana is a harmful drug. The potency has increased more than 275 percent over the last decade. There are more cancer causing agents in marijuana smoke than in cigarette smoke. Marijuana interferes with the body's immune response to various infections and diseases. Small doses can impair memory function, distort perception, hamper judgment, and diminish motor skills.

Cocaine is one of the most powerfully addictive drugs, and it can kill. Cocaine is a very strong stimulant to the central nervous system, including the brain. This drug produces an accelerated heart rate, while at the same time constricting blood vessels which are trying to handle the additional flow of blood. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke.

PCP is a hallucinogenic drug. It alters sensation, mood, and consciousness and may distort hearing, touch, smell, or taste, as well as visual sensation. PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. Psychotic behavior may continue for as long as two weeks after a single dose.

Hallucinogens include LSD, Mescaline, and mushrooms. These drugs affect perception, sensation, thinking, and emotion. The user may have difficulty distinguishing between fact and fantasy and may hallucinate. The effects of these drugs may be different in each person with each administration.

A detailed listing of health risk regarding alcohol and controlled substances is available in the “Substance Abuse Reference Guide” contained in this document.

ILLNESS POLICY

Students who are absent from classes or examinations because of illness should contact their professors on a timely basis to discuss their individual situations. The student should contact the Registrar’s Office for procedural information if a class needs to be dropped because of medical reasons or if a student needs to withdraw from all courses because of illness.

CONDOLENCES POLICY

Hodges University will respond in an appropriate manner upon the death of a student, faculty, or staff member. Hodges University will not be able to respond to losses of extended family members of the student body.

AIDS POLICY AND INFORMATION

Hodges University is committed to non-discrimination, fairness and concern for the health and well-being of all in our community. Educational programs are offered each year throughout the community and printed material on the subject can be obtained in the Library.

THE AIDS HOTLINES FOR SOUTHWEST FLORIDA ARE:
National HIV/AIDS/STD Hotline 1-800-CDC-INFO (1-800-232-4636)
State of Florida AIDS Hotline 1-800-352-2437 (1-800-FLA-AIDS)

INSURANCE

Hodges University does not offer insurance to students. A recommendation of a reliable insurance agency will be offered to interested students; however, Hodges University takes no responsibility for ensuring any health insurance acceptance. Students are responsible for making contact with an agency, filling out individual claims, and for all medical bills they may incur. A recommended link to Academic Insurance Solutions is found in the student portal. Students may contact the [Dean of Students](#) for additional information.

ENDORSEMENT POLICY

It is the policy of Hodges University not to provide endorsements or sponsorships for individual students and/or their causes.

SAFETY ISSUES

Good judgment and common sense are the basis of the safety and security policies of Hodges University. It is the duty of each student to follow the safety and security practices as outlined and to report to the attention of the administration any breaches of safety or security issues.

In the event of any emergency situation, the President or any available administrator or faculty member should be contacted and a 911 call for police or fire support should be made.

AN ACCIDENT ON CAMPUS

Any student who sustains an accident on campus should immediately notify a faculty member, Dean or Program Chair, member of the Administration, or other employee of the institution. The student will be given an accident report form which must be filed with the Director of Campus Safety and Security, a campus

director, or the Executive Vice President and Provost. The report must be filed within forty-eight (48) hours after the occurrence being reported.

EMERGENCY PROCEDURES

CLOSING THE UNIVERSITY

The President of Hodges University (or, in the absence of the President, the Campus Directors) will make the determination as to when inclement weather, severe weather warnings, or the resulting damage to the buildings warrant the cancellation of classes. When classes are dismissed, the radio stations and television public announcement services will be informed of the cancellation. The University Administration will attempt to place announcements with the four major radio conglomerates in our area, as it makes for quick dissemination of information.

Beasley—B103.9, 96 K-Rock, 99X, Sunny 106.3, 770 ESPN

Meridian/Fort Myers Broadcasting—92.5 Fox News, Lite 93.7, 94.5, WINK 96.9, Latino 97.7, Fox Sports 1200

Renda—Gator 101.9, Bob 102.7, Mix 104.7, 98.9 WGUF

Clear Channel—105.5 The Beat, Cat 107.1, 95.3, Z100
WAVV 101.1

or Comcast Cable Channel 11 or 12 government access/community service announcements.

Dial 9-1-1 from any phone:
Fire Police Sheriff Ambulance

FIRE PROCEDURES

1. All employees and students should familiarize themselves with the whereabouts of all emergency exits and fire extinguisher equipment.
2. If the fire is contained and has not spread, an attempt should be made to extinguish the fire with available equipment.
3. If the fire poses an immediate threat of injury, no member of the University community should attempt to extinguish it, but should pull or sound the nearest fire alarm in the building, and then inform the Receptionist to call 911. The building will immediately be evacuated in an orderly, calm fashion. Exit maps are posted at most door locations.
4. No person will return to any building until directed by the appropriate public safety authority.

FIRE REPORTING PROCEDURES

To report a fire, dial 9-1-1 and give the following information:

- Your name
- Telephone number from which you are calling
- Location and details of the problem
- STAY ON THE LINE. The dispatcher will dispatch emergency vehicles and then get back with further information for you.
- ALWAYS HANG UP AFTER THE DISPATCHER HANGS UP!!!

FIRE DRILL OR FIRE ALARMS

In the event that a fire alarm does sound during any class period, the faculty member will immediately and calmly lead his or her students to the nearest exit from the building as depicted on the emergency plan posted throughout the building. When you hear the fire alarm:

- Quickly but calmly follow your instructor to the nearest exit.
- Use the stairs to evacuate.
- Close the doors as you exit to slow the spread of fire.

PROHIBITED: FALSE ALARM OR ENDANGERING THE SAFETY OF OTHERS

Setting off a false alarm or discharging or misusing firefighting or safety equipment endangers the safety of others and cannot be tolerated. The unauthorized use of firefighting or safety equipment will result in severe disciplinary action. Behavior that results in an endangerment to the safety of others will result in swift and severe action.

TORNADO - HURRICANE - SEVERE STORM PROCEDURES

All University Administrators are acquainted with the warning terms used in hurricane advisories. In the event it becomes necessary to evacuate the IC campus, the decision will be made by the President or designee. To assist in this process, University Administrators will be dispatched to key check points to assist students in an orderly dispersal.

- Quickly but calmly, go to the lowest level
- Stay away from glass areas and doors
- Take shelter in an interior hallway
- Stay in protected area until "all is clear"
- Outdoors, stay away from cars

IN CASE OF A POWER FAILURE:

- Remain indoors
- If power failure appears long term, appropriate announcements will be made.
- If power failure is related to stormy conditions, follow procedures for "Tornado/Hurricane/Severe Storm".
- Please note: Faculty do not automatically dismiss classes during power outages since most outages do not last long.

INITIAL EMERGENCY PROCEDURES GUIDE

Hodges University has developed and distributed an Essentials of Emergency Response Plan and has trained both faculty and staff on its contents and use. It has also created and maintains a Disaster Planning Committee to keep the plan up to date. Please be assured that the full plan adopted by the University has been reviewed and approved by emergency responders. Color codes, instructions and terminology have been coordinated and procedures adopted to maintain order and to minimize adverse impact to life and property—this plan is National Incident Management System (NIMS) compliant.

In the unlikely event that an emergency situation does arise, be sure to follow the directives of your instructor. Also, please refrain from using your cell phone until you are told that it is safe to do so. Unfortunately, the use of a cell phone can actually detonate an electronic or incendiary device. You can be assured that emergency personnel will be contacted and will take charge of the situation as promptly as the situation permits. Be sure to bring any unusual or dangerous situation to the attention of your instructor immediately.

HURRICANE PROCEDURES AND CLOSURE POLICY

Hodges University only closes when we are placed under a Hurricane Warning by the National Weather Service. Until the area is placed under a HURRICANE WARNING, there is no action taken by the University to cancel classes. If the area is placed under a Hurricane watch, we will monitor the situation very closely to determine if a Warning will be issued. Classes remain open as scheduled in the meantime.

A hurricane watch is a governmental agency announcement issued for an area when there is a threat of hurricane conditions, generally to strike with 36 hours.

A hurricane warning is an announcement issued for an area when hurricane conditions are expected to strike within 24 hours.

When a hurricane warning is received, all protective preparations should be made, with the expectation that the hurricane will strike.

Local hurricane shelter information can be obtained through county governmental information telephone numbers.

HURRICANE WATCH

In the event of a hurricane watch, the President will confer with members of the Hodges University administration in preparation for hurricane protection activity.

Members of the University community may begin plans for evacuating the campus and preparing facilities and equipment for hurricane protection.

HURRICANE WARNING

If a hurricane warning is issued, the President will decide if the University will be evacuated.

For a Hurricane Warning, the President orders the closing of the University and appropriate directives will be relayed to the areas of responsibility.

BROADCAST INFORMATION

Hodges University will contact major news organizations for immediate broadcast notification. An email message regarding the University closure will be instituted within the HU email system. A hurricane information message will be added to the HU telephone system.

REOPENING INFORMATION

Hodges University staff members and students should tune into radio and television stations for a status report as to when the University will reopen. Keep a portable radio and plenty of spare radio batteries.

ADDITIONAL HURRICANE PREPAREDNESS INFORMATION

The Hodges University hurricane preparedness policy is in no way tied to any other organization such as the public school system or any other institution. Therefore, it is possible for Hodges University to be open when the public schools are closed, or vice versa. Additionally, a separate decision is made for the Naples and Fort Myers campuses or the learning sites, although it is unlikely for one campus to be closed while the other one is open. If the campuses are closed due to a Hurricane Warning, students should expect that other auxiliary activities, such as socials, libraries, labs, etc., are also closed.

SECURITY ISSUES

SECURITY

Hodges University provides reasonable safety and security for its students, personnel, and facilities. The University utilizes an internal and external camera security system, a magnet door locking system with access via an ID card access code and an independent on site security guard in the evening hours at both the Naples and Fort Myers campuses. The Pasco Hernando State College provides security for the affiliation.

The security personnel at Hodges University have no agreement with the local law enforcement to investigate crimes. By law these security personnel have to notify local law enforcement when a crime occurs. All crimes should be reported to campus security personnel.

The Collier County Sheriff's Department and Fort Myers Police Department are available through 911 EMERGENCY dispatch.

In spite of these services and precautions, students should be conscious of the fact that crime may still occur. The existence of a campus security guard cannot ensure a student's personal safety. Students must participate in the effort to secure themselves and their personal property at all times. If you see any breach of security; or have a specific recommendation regarding security, please make it known to the University administration.

For your own safety you should always take the following precautions:

1. Report any suspicious persons or activities to the University administration, faculty or staff.
2. Always lock your automobile. Do not leave valuables in view in your car.
3. Never walk at night in unlighted areas.
4. Ask the security guard or a fellow classmate to accompany you to your car, if you feel uncomfortable. Walk with a friend whenever possible.
5. Valuables should be left at home.
6. Do not lend your keys or allow them to be duplicated.
7. Practice the Buddy System, which includes letting someone know where you are going, when you plan to return, what routes you will take and how to reach you.
8. Watch your purse, backpack, briefcase, and recorder. Don't take a break and leave them behind.
9. Avoid biking alone. If you must go by yourself, stay clear of isolated or poorly-lit areas.
10. Be smart and stay safe!!

PUBLIC LAWS

Students are responsible for compliance with all public laws. Any act that could constitute a violation of public laws will establish cause for legal and/or disciplinary action by the University.

SEXUAL MISCONDUCT AND HARASSMENT

The following four sections relate to the Hodges University policy and definitions of sexual misconduct and sexual harassment.

SEXUALITY, PRIVACY AND PERSONAL INTEGRITY

Each member of the University community is entitled to his/ her privacy and personal integrity regarding his or her sexuality, and the University will demand respect by all members of its community for all individuals within its constituencies. Accordingly, the University has adopted a firm policy against sexual harassment of and by any member of the University community. Any incident of sexual harassment will be deemed a serious breach of security. Further, it is the strong policy of Hodges University to prevent sexual offenses, and to vigorously assist any member of the University community who has been victimized by a sexual assault by assuring appropriate counseling and crisis management.

If you are a victim of a sexual assault on campus, or you feel you may have been the victim of sexual assault or sexual harassment, contact a member of the University administration. There are resources available to help you.

SEXUAL MISCONDUCT POLICY

Hodges University, in compliance with the spirit of various federal and state laws (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of

1964, and other similar state and federal statutes or regulations), adopts the policy and fosters an environment where no individual may threaten the health, safety, and welfare of a member of the University community; or any person on University property; or at a University sponsored or University supervised activity, through the commission of a sexual assault, engaging in sexual harassment, discrimination, battery, and/or misconduct, including acquaintance rape.

DEFINITION: Hodges University acknowledges acquaintance rape in its definition of sexual assault. Acquaintance rape is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance. It is an act of violence, aggression, and power, in which the victim, under protest or without consent, is forced to experience a sexual act through verbal coercion, threats, physical restraint, and/or physical violence.

Consideration and rights to be afforded to all campus community members regarding the type of sexual assault:

- the right to have all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity
- the right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities
- the right to be free from pressure that would suggest that the victim: (I) not report crimes committed against him/her to civil and criminal authorities or to the campus authorities; or (ii) report crimes as lesser offenses than the victim perceives them to be
- the right to be free from suggestions that sexual assault victims not report, or underreport, crimes because (I) victims are somehow responsible for the commission of crimes against them; (ii) victims were contributorially negligent or assumed the risk of being assaulted; or (iii) by reporting crimes, they would incur unwanted personal publicity.
- the right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident
- the right to have access to counseling services established by the University or other victim-service entities referred by the University
- after campus sexual assaults have been reported, the victims of such crimes shall have the right to require that the campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants the right to be informed of disciplinary proceedings, as well as the outcome of such proceedings
- the same right to assistance, or ability to have others present, that is afforded to the accused during any campus disciplinary proceedings.

Disciplinary action: In addition to any criminal or civil actions that may be pending or in process, the University reserves the right to pursue separate disciplinary action against any individual who violates any portion of this policy.

Education and information: Hodges University provides educational and informational programs and materials regarding awareness of rape, acquaintance rape, and other sex offenses. This information is provided through scheduled and on-demand programs, by the Student Development office and Counseling and Disability Support Services.

Hodges University students are encouraged to report to the police (9-1-1) and a University administrator all occurrences of sexual assault, either violent assault or acquaintance (date) rape.

The Director of Counseling, Counselor, or Dean of Students is trained and willing to assist students who are victims of sexual assault.

If the victim then reports the crime to an administrator, the following procedure will prevail.

Third Party Reports: When there is a report of sexual assault, the person receiving the report whether a student, faculty member, or staff member is encouraged, in turn, to report the incident to a University administrator. If the person reporting the assault is a third party (not the victim), the administrator will do the following:

- a. advise the reporter to counsel the victim to seek medical assistance
- b. advise the reporter to encourage the victim to talk to the Director of Counseling, who may refer a counselor in an appropriate local, Rape Center, or the Executive Vice President and Provost and/or Dean of Students, or some other University administrator.
- c. protect the confidentiality of the victim (if the name is known.)

Victim Reports: If a student who is a victim of sexual assault reports the matter to a University administrator or any other employee of the University, the administrator and/or employee will encourage the victim to seek immediate medical attention and assist the victim in appropriate methods and avenues to receive medical care. In reporting a sexual assault, the victim controls the process. The administrator and/or employee will encourage the victim to report the matter to the rape victim advocate in the state attorney's office and to local police. The victim will be assured of University support including reasonable confidentiality, full cooperation with any police investigation, and counseling by the University Counselor, or appropriate assisted referral.

HARASSMENT STATEMENT

Harassment is defined as any conduct (words or act), whether intentional or unintentional or a product of the disregard for the safety, rights, or welfare of others, which causes physical, verbal, or emotional harm; or conduct, which intimidates, degrades, demeans, threatens, hazes, or otherwise interferes with another person's rights to comfort and right to be free of a hostile environment. This includes, but is not limited to, loud or aggressive behavior; behavior that disrupts the orderly functioning of Hodges University; disturbs the peace and/or comfort of person(s) on the University campus; creates an intimidating, hostile, or offensive environment. It also includes any conduct (words or acts) in which the University can determine a threat exists to the educational process or to the health or safety of a member of the Hodges University community.

SEXUAL HARASSMENT POLICY

It is the intent of Hodges University to protect all employees and students from sexual harassment. Sexual harassment is a violation of the Title VII of the Civil Rights Act of 1964. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if :

- explicit or implicit submission to sexual overtones is made a term or condition of employment or academic program status
- employment or academic program status decisions are made on the basis of whether submission to or rejection of sexual overtones occurred
- a sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work or academic program status performance.

At Hodges University, sexual harassment of or by employees or students includes:

1. unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.

2. requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or academic program status.
3. verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually-oriented comments, innuendoes, or actions that offend others.
4. engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work or academic program status performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.
5. creating a work or academic program status environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contact, or attentions.

Hodges University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such a manner, and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment.

All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Office of Student Development and should be reported promptly to the Executive Vice President and Provost or campus directors.

At Hodges University, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class
2. submission to or rejection of such conduct affects academic decisions
3. such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or creating an intimidating, hostile, or offensive academic environment
4. unwelcome physical contact, including but not limited to patting, pinching, or touching
5. offensive or demanding sexual remarks, jokes, or gestures

Students aggrieved by a violation of this policy may file a grievance under the Student Grievance Policy (listed in the Student Handbook on pages 36-39) and should report the conduct to the Dean of Students or other administrator. All reports of sexual harassment will be thoroughly investigated by the Dean of Students.

Any individual who violates any portion of this policy will be subject to disciplinary action, up to and including discharge.

At Hodges University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive, and are prohibited. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

STALKING

Any individual who willfully, knowingly, maliciously, or repeatedly follows; harasses; attempts to contact or communicate (written, verbal or electronic); and makes a credible threat placing the individual in reasonable fear of death or bodily harm may be in violation of Hodges University's stalking policy. Such conduct is prohibited. Stalking causes substantial emotional distress in individuals and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

ABUSE/PHYSICAL ASSAULT

Hodges University has expectations of the student body to resolve differences in a mature and respectful manner. Physical abuse, verbal abuse, threats, intimidations, coercion, and or other conduct, that threatens or endangers the health, safety, and/or welfare of any other member of the University community on or off campus is prohibited.

FIREARMS AND WEAPONS - POSSESSION AND USE POLICY

The possession of weapons by any student is not permitted on campus or during any event sponsored by the University, whether the person has a permit from an appropriate authority or not. Any person carrying a weapon on campus or at a University event will be deemed to have committed a serious breach of security. Breach of security is the engagement in conduct which is in violation of any of the policies set forth in the manuals of the institution.

Law enforcement officers who attend Hodges University while on duty are required by law to be armed. They must have their weapons strapped on and buckled down, and they must have their identification badges visible. The law enforcement officers, whether in street clothes or in uniform, will adhere to this policy. Officers who are not on duty should not have their weapons in the classrooms.

With all consideration for student safety, the exception of the firearms and weapons policy for the on-duty law enforcement officers is considered appropriate by the institution.

ARSON

No student shall commit or aid in the intentional commission of an act that results in a fire being ignited, which causes damage, or is intended to cause damage, to the property of Hodges University or the personal property of any member of the University community.

BOMB THREATS

The placement of a bomb threat is an intolerable violation of Hodges University policy, which will result in expulsion from the University.

BREAKING AND ENTERING

The entering, or attempt to enter, any room, building, motor vehicle, or other form of property without proper authorization or consent is prohibited.

THEFT OR UNAUTHORIZED POSSESSION

Students involved in the taking, sale, or possession of property without consent of its owner or without proper remuneration may be subject to University disciplinary action and a fine, as well as arrest and prosecution by legal authorities.

VANDALISM OR DESTRUCTION OF UNIVERSITY PROPERTY

Defacing, littering, or damaging property of Hodges University is prohibited.

BUILDINGS AND FACILITIES

UNIVERSITY LIABILITY

Physical injury and other medical problems, as well as loss of or damage to personal property resulting from fire, theft, other causes, cannot be the responsibility of the University. The University reserves the right to retain samples of student work and to use photographs or videotapes of students and their work.

CLOSING HOURS

No student is permitted to enter or remain in any University building or in the academic areas of the University after normal closing hours, unless written approval to do so has been obtained in advance from authorized University personnel.

LITTERING

Each student is expected to display a respect for the campus and the local environment. Littering affects the rights of others and poses health, safety and pest problems. Students are expected to place all trash in designated receptacles.

PETS

Pets may not be brought into ANY campus building at any time, with the exception of registered service animals. The University reserves the right to request Animal Control to remove abandoned or unsupervised pets.

GUESTS AND CHILDREN ON CAMPUS

It is the policy of Hodges University that students may not bring guests, parents, spouses or children to class. It causes a problem of liability and it is found to be disruptive to the instructors and fellow students. Children may not be left unattended in the facilities at any time, nor should students ask fellow students, faculty, or staff to watch their children on campus in order to attend class. Students will be asked to make other child care arrangements, and leave the campus. Guests, parents, spouses, and children are welcome to attend specific events by invitation of the institution.

Students are welcome to bring guests to the campus, but must assume responsibility for the conduct of their guests and must accompany them at all times. If a guest is asked to leave a specific area of the campus, it is the responsibility of the student host to cooperate with the University official making the request. Hodges University reserves the right to exclude all guests from any area on campus in times of impending or actual crisis or emergencies, such as hurricanes, campus disruptions, or bomb threats, and to exclude any guest(s) from any area of the campus for any reason the University deems appropriate.

Guests on campus must first stop by the Reception Desk for a visitor's pass that it to be worn prominently for the purpose of security and safety.

SOLICITING

Solicitors are not permitted at Hodges University. Solicitation or sales by students or other persons are prohibited unless permission is granted by the Executive Vice President and Provost. Violators should be reported immediately to the Executive Vice President and Provost, or the campus director.

THEFT and LIABILITY

The University is not responsible for the loss or theft of or damage to the personal property of students. If something is stolen at Hodges University, please report this occurrence immediately to the campus director.

UNIVERSITY STORE

Supplies and sundries may be purchased at the University store. Hours of operation are posted at the store. All major credit cards are accepted. The University Store provides assistance for ordering books from ecampus, virtual bookstore. Each term students will have an opportunity to resell books. The University Store Manager serves as a liaison with ecampus to address any student concerns or orders.

BULLETIN BOARDS

Students are encouraged to read official notices that are placed on the bulletin boards on campus. Approval of all information to be posted is at the final discretion of the Dean of Students or appropriate University official.

OUTSIDE SPEAKERS

Students may not invite outside speakers to address a campus audience without prior authorization from an administrator.

Hodges University clubs and organizations may have guest speakers or outside organizations as guests, with approval from the University. These guests may present their personal opinions and/or provide proprietary information about their organizations. Hodges University neither supports nor endorses the information provided by these speakers or organizations.

FOOD, DRINK AND TOBACCO PRODUCTS ARE NOT PERMITTED IN CLASSROOMS, LABS, OR IN AREAS NOT DESIGNATED FOR SUCH PURPOSES.

COMMUNITY REFERRALS and NATIONAL HOTLINES

The following lists of community referrals and national hotlines are provided to students to assist with connections to invaluable services. Students should contact the Director of Counseling for personal advisement in seeking services: Ms. April Brown, abrown1@hodges.edu. A toll free number is provided to the Naples and Fort Myers campuses (listed on the front cover), and the Counseling services are available at both locations.

<http://www.allaboutcounseling.com>

(This is a partial listing of numbers for nationwide services and references. For a more complete listing, check the local telephone directory or the website above.)

AIDS	
American Social Health Association: Sexually Transmitted Disease Hotline	1-800-227-8922
AIDS Info: Treatment, Prevention, & Research	1-800-448-0440
CDC AIDS Info	1-800-232-4636

CHILD ABUSE	
National Child Abuse Hotline	1-800-422-4453
Prevent Child Abuse America	1-312-662-3520
Child Welfare Information Gateway	1-800-394-3366

CRISIS and SUICIDE

NAMI: National Alliance on Mental Illness	1-800-950-6264
24 Hour Crisis Hotline	1-800-273-8255

DOMESTIC VIOLENCE

Domestic Violence Hotline, 24 Hours	1-800-799-7233
Battered Women's Justice Project	1-800-903-0111
National Child Abuse Hotline	1-800-422-4453

HEALTH

Abuse Victim Hotline	1-877-448-8678
American Association of Poison Control Centers	1-800-222-1222
American Cancer Society	1-800-227-2345
American Diabetes Association	1-800-342-2383
American Heart Association	1-800-242-8721
American Lung Association	1-800-586-4872
American Speech-Language-Hearing Association	1-800-638-8255
Americans with Disabilities Information Line	1-800-514-0301
America Social Health STD Hotline	1-800-227-8922
Cerebral Palsy Association United	1-800-872-5827
Epilepsy Foundation of America	1-800-332-1000
Federal Substance Abuse Treatment Locator	1-800-662-4357
GLBT National Helpline	1-888-843-4564
Hispanic Health Services	1-800-504-7081
Indian Health Services	1-301-443-6528
The International Dyslexia Association	1-800-222-3123
Minority Health Resources	1-800-444-6472
National Domestic Violence/Child Abuse/Sexual Abuse	1-800-799-7233
National Federation for the Blind	1-866-504-7300
National Human Trafficking Hotline	1-800-422-4453
National Office on Women's Health	1-800-994-9662
National Runaway Safeline	1-800-786-2929
National Sexual Assault Hotline	1-800-656-4673
Planned Parenthood Hotline	1-800-230-7526
Substance Abuse and Mental Health Services Administration	1-800-662-4357

LEGAL SERVICES

Social Security Administration	1-800-772-1213
Veterans Administration	1-800-827-1000

SELF-HELP

Grief Recovery Help Line	1-800-445-4808
Self-Help SPANISH	1-800-344-7432

COLLIER COUNTY

Community Referrals

(This is a partial listing of numbers for services and reference. For a more complete listing, check the telephone directories.)

ABUSE AND NEGLECT	
David Lawrence Center Crisis Intervention	1-239-455-8500
Shelter for Abused Women	1-239-775-1101
Domestic Violence Crisis	1-239-775-1101
Rape Crisis and Dating Violence, Hotline and Referral	1-239-262-7227
Naples Police Department	1-239-434-4790
Collier County Sheriff's Department	1-239-252-9100
Reporting Child Abuse, Abandonment, and Neglect	1-800-962-2873

ALCOHOL AND DRUG ABUSE	
Alcoholics Anonymous	1-239-262-6535
David Lawrence Center	1-239-455-8500
Hazelden Betty Ford Foundation	1-800-257-7810

COUNSELING AND MENTAL HEALTH	
Mental Health Association of Southwest Florida	1-239-251-5405
Hazelden Betty Ford Foundation	1-800-257-7810
David Lawrence Center	1-239-455-8500
Hodges University Counseling Services	
April Brown, Licensed Counselor - Fort Myers Campus abrown1@hodges.edu	1-239-938-7704
Raquel Ornelas, Licensed Counselor - Naples Campus rornelas@hodges.edu	1-239-598-6114

CRISIS HOTLINES	
David Lawrence Center – 24 Hour Emergency Services	1-239-455-8500
Emergency Pregnancy Service – 24 Hours	1-239-262-6381
Domestic Violence Crisis	1-239-775-1101
Suicide Prevention / Project Help	1-800-329-7227
United Way / Collier County	1-239-261-7112
American Red Cross / Collier County	1-239-596-6868
Reporting Child Abuse, Abandonment, and Neglect	1-800-962-2873

HEALTH SERVICES & REFERRAL SERVICES	
Collier County Health Department / Public Health Unit	1-239-774-8200
Florida Department of Children and Families	1-239-643-5900
North Collier Hospital	1-239-513-7000
Naples Community Hospital	1-239-436-5000
Neighborhood Health Clinic	1-239-261-6600

SELF-HELP / SUPPORT SERVICES	
Mental Health Association of Southwest Florida	1-239-261-5405
Domestic Violence Support Group	1-239-649-5660
Divorce Adjustment	1-239-261-5405
Grief Counseling / Avow Hospice	1-239-261-4404
Alcoholics Anonymous	1-239-262-6535
Narcotics Anonymous	1-239-591-2804
Legal Aid Society of Collier County	1-239-775-4555
Salvation Army	1-239-775-9447

LEE COUNTY Community Referrals

(This is a partial listing of numbers for services and reference. For a more complete listing, check the telephone directories.)

ABUSE AND NEGLECT	
ACT Abuse Counseling and Treatment, Inc.	1-239-939-3112
Protective Investigation - Florida Department of Children and Families	1-239-332-2822
Rape Crisis and Dating Violence – ACT	1-239-939-3112
Fort Myers Police Department	1-239-321-7700
Lee County Sheriff's Department	1-239-477-1000
Reporting Child Abuse, Abandonment, and Neglect	1-800-962-2873

ALCOHOL AND DRUG ABUSE	
SalusCare	1-239-275-3222
Alcoholics Anonymous	1-239-275-5111
Narcotics Anonymous	1-866-389-1344

COUNSELING AND MENTAL HEALTH	
SalusCare	1-239-275-3808
Park Royal Behavioral Health Services	1-855-269-9821
Hodges University Counseling Services	
April Brown, Licensed Counselor - Fort Myers Campus abrown1@hodges.edu	1-239-938-7704
Raquel Ornelas, Licensed Counselor - Naples Campus rornelas@hodges.edu	1-239-598-6114

HEALTH SERVICES & REFERRAL SERVICES	
Lee County Health Department / Public Health Unit	1-239-332-9501
Florida Department of Children and Families	1-239-936-5000
Children's Medical Services (Special Needs)	1-239-433-6723
Lee Memorial Health Systems	1-239-332-1111
Neighborhood Health Clinic	1-239-261-6600

SELF-HELP / SUPPORT SERVICES

Mental Health Association of Southwest Florida	1-239-261-5405
Domestic Violence Support Group - ACT	1-239-939-3112
United Way of Lee County	1-239-433-3900
Grief Counseling / Hope Hospice	1-855-454-3104
Alcoholics Anonymous	1-239-275-5111
Narcotics Anonymous	1-866-389-1344
Legal Aid Society of Lee County	1-239-334-6118
Salvation Army	1-239- 334-3745
Lee County Housing Authority	1-239-997-6688
Lehigh Community Services, Inc.	1-239-369-5818
Catholic Charities	1-239-334-2234

LEGAL SERVICES

Lee County Legal Aid Society	1-239-334-6118
Florida Rural Legal Services, Inc.	1-239-334-4554
Florida Child Support Enforcement	1-800-622-5437

CHARLOTTE COUNTY Community Referrals

(This is a partial listing of numbers for services and reference. For a more complete listing, check the telephone directories.)

ABUSE AND NEGLECT

Center for Abuse and Rape Emergencies – 24 Hour Hotline	1-941-627-6000
Domestic Abuse Shelter Home (DASH)	1-941-475-8722
YMCA Children’s Services – Childcare Resource and Referral	1-941-613-1422
Charlotte County Sheriff’s Department	1-941-639-2101
Reporting Child Abuse, Abandonment, and Neglect	1-800-962-2873

ALCOHOL AND DRUG ABUSE

Harbor Counseling and Family Services	1-941-255-5900
Kelly Hall Residential Treatment Center / Coastal Recovery Center, Inc.	1-941-639-5535
Alcoholics Anonymous	1-941-426-7723
Narcotics Anonymous	1-866-288-6262

COUNSELING AND MENTAL HEALTH

Crossway Counseling and Learning Center	1-941-764-7111
Hodges University Counseling Services	
April Brown, Licensed Counselor - Fort Myers Campus	abrown1@hodges.edu 1-239-938-7704
Raquel Ornelas, Licensed Counselor - Naples Campus	rornelas@hodges.edu 1-239-598-6114

HEALTH SERVICES & REFERRAL SERVICES

Charlotte County Health Department / Public Health Unit	1-941-624-7200
Florida Department of Children and Families	1-813-558-5500
Ask a Nurse at Charlotte Regional Medical Center	1-941-637-2497
Charlotte Regional Medical Center	1-941-639-3131
Fawcett Memorial Hospital	1-941-629-1181

SELF-HELP / SUPPORT SERVICES

Community Resource Center of Punta Gorda	1-941-575-4700
Good Samaritans of Charlotte County Inc.	1-941- 639-3335
United Way of Charlotte County	1-941-627-3539
Grief Counseling / Hope Hospice	1-855-454-3104
Alcoholics Anonymous	1-941-426-7723
Narcotics Anonymous	1-866-389-1344
Al-Anon Family Groups	1-800-344-2666
The Salvation Army	1-941-629-5950

LEGAL SERVICES

Florida Rural Legal Services, Inc.	1-239-334-4554
Florida Child Support Enforcement	1-800-622-5437

HERNANDO COUNTY Community Referrals

(This is a partial listing of numbers for services and reference. For a more complete listing, check the telephone directories.)

ABUSE AND NEGLECT

Brooksville Police Department	1-352-754-6800
Abuse Hotline	1-800-96ABUSE
Child Abuse Hotline	1-800-962-2873
Dawn Center – Rape and Abuse Hotline	1-352-686-8430
Hernando County Sheriff's Department	1-352-754-6830
Reporting Child Abuse, Abandonment, and Neglect	1-800-962-2873

ALCOHOL AND DRUG ABUSE

Suncoast Rehabilitation Center	1-877-794-0886
BayCare Behavioral Health	1-877-692-2922
Alcoholics Anonymous	1-352-683-4597
Narcotics Anonymous	1-352-683-4597

COUNSELING AND MENTAL HEALTH

Springbrook Hospital	1-352-596-4306
Florida Department of Health at Hernando County	1-352-540-6800

Hodges University Counseling Services

April Brown, Licensed Counselor - Fort Myers Campus	abrown1@hodges.edu	1-239-938-7704
Raquel Ornelas, Licensed Counselor - Naples Campus	ronelas@hodges.edu	1-239-598-6114

HEALTH SERVICES & REFERRAL SERVICES

Agency for Healthcare Hotline	1-888-419-3456
Hernando County Health Department	1-352-540-6800
Baby Love Crisis Center (Women's Health)	1-352-683-8217
Florida Department of Children and Families	1-352-330-2177
Florida AIDS Hotline	1-800-FLA-AIDS

SELF-HELP / SUPPORT SERVICES

Catholic Charities	1-352-686-9897
Florida Department of Revenue Child Support Enforcement	1-800-622-5437
United Way of Hernando County	1-352- 688-2026
Mid Florida Community Services, Support Services	1-352-796-1425
Salvation Army	1-352-796-1186

LEGAL SERVICES

Community Area Legal Services	1-866-801-5566
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Community Referrals PASCO COUNTY

(A partial listing of numbers for services and reference. For a more complete listing, check the telephone directories.)

ABUSE AND NEGLECT

Abuse Hotline	1-800-962-2873
Salvation Army/Domestic Violence Program	1-727-856-5797
Sunrise Domestic Violence/Sexual Abuse Center	1-352-521-3120
Port Richey Police Department	1-727-816-1919
Pasco County Sheriff's Office	1-727-844-7711
Reporting Child Abuse, Abandonment, and Neglect	1-800-962-2873

ALCOHOL AND DRUG ABUSE

The Harbor-Doris Cook Smith Counseling Center	1-352-521-1474
Substance Abuse Hotline	1-800-662-HELP
Alcoholics Anonymous	1-727-847-0777
Narcotics Anonymous	1-727-842-2433

COUNSELING AND MENTAL HEALTH

Medical Center of Trinity Behavioral Health Center	1-727-845-9180
Meridian Behavioral Healthcare, Inc.	1- 800-330-561
Catholic Charities	1-888-456-4673

Salvation Army	1-727-815-8539
Hodges University Counseling Services	
April Brown, Licensed Counselor - Fort Myers Campus abrown1@hodges.edu	1-239-938-7704
Raquel Ornelas, Licensed Counselor - Naples Campus ronelas@hodges.edu	1-239-598-6114

HEALTH SERVICES & REFERRAL SERVICES

Pasco County Health Department	1-727-861-5250
Florida Department of Children and Families	1-850-245-4200
Good Samaritan Health Clinic of Pasco, Inc.	1-727-848-7789
Florida AIDS Hotline	1-800-FLA-AIDS

SELF-HELP / SUPPORT SERVICES

Sunrise of Pasco County	1-352-521-3120
Florida Department of Revenue Child Support Enforcement	1-800-622-5437
United Way of Pasco County	1-727- 845-3030
Bay Area Legal Services	1-727-847-5494
Salvation Army	1-727-815-8539

SUBSTANCE ABUSE AWARENESS GUIDE

This Hodges University Substance Abuse Awareness Guide has been developed for your use in partial fulfillment of the University's requirements under the Federal legislation enacted as The Drug-Free Schools and Communities Act Amendment of 1989.

This law mandates the dissemination of substance abuse policies and resource information to the entire campus community.

Educational in scope, this booklet is meant to serve as a reference guide to provide you with updated information on current University, local, State and Federal laws relative to the use of illicit and controlled substances. Penalties for violation of these many laws are also outlined.

The Guide also addresses the effects of substance abuse on the individual and offers a useful reference for self-help. Campus and community services which address substance abuse issues are identified in this Guide. These services as well as many national telephone hotline numbers are referenced so that you may seek information or assistance on substance abuse concerns.

Please retain this Guide as a valuable reference on substance abuse issues. Should you wish an additional copy of the Guide or further information, please contact the Office of Student Development, 2655 Northbrooke Drive, Naples, Florida 34119, 239-513-1122, or 1-(800) 466-8017.

HODGES UNIVERSITY POLICIES

The Student Handbook contains several policies related to the Substance Abuse Awareness Guide:

- STUDENT BEHAVIOR STANDARDS
- STUDENT DISCIPLINARY PROCEDURES
- THE STUDENT GRIEVANCE POLICY
- THE ALCOHOL AND DRUG POLICY
- THE SOCIAL POLICY

DRUG-FREE STATEMENT

In recognition of the problems associated with drug and alcohol abuse in society today, Hodges University is providing all students and employees with the following information:

Hodges University is committed to maintain a safe, healthy and productive work environment for all employees; to provide professional services for students, visitors and others in a timely and efficient manner; to maintain the integrity and security of equipment and the workplace; and to perform all these functions in a fashion consistent with the interests and concerns of the community.

It is University policy that the possession, use, consumption, sale, purchase, distribution, dispensation or manufacture by any employee or student of alcohol or any illegal drugs or illegally obtained drugs, or drugs legally obtained but not used as prescribed in the workplace, on University premises or within its facilities, in the conduct of University-related work off University premises, or when operating University's vehicles on or off duty shall not be tolerated. Violations by employees are the subject of this policy; violations by students are regulated by the Student Rights and Responsibilities policy found in the Student Handbook.

Hodges University seeks to assure the well-being of all students, faculty, and staff. This policy reflects the University-wide commitment to programs of drug education and counseling; and only lawful and prudent use of drugs and alcohol.

The possession or responsible consumption of alcohol by employees or students of legal age at a University-sponsored or approved function where alcoholic beverages are served by the University or sponsor is not a violation of this policy.

Violation of this policy can result in referral to appropriate law enforcement authorities, disciplinary action up to and including immediate suspension or termination, and/or a requirement of satisfactory participation in an appropriate drug or alcohol rehabilitation program. A criminal conviction is not required for sanctions to be imposed for violation of this policy.

This policy is, in part, based on the Drug Free Workplace Act, 41 U.S.C. § 8101 et seq., and as amended or supplemented by law or University policy.

DRUG PREVENTION PROGRAM OF HODGES UNIVERSITY

Hodges University seeks to assure the well-being of all students, faculty and staff. This policy, therefore, reflects the University-wide commitment to: 1) programs of drug education and counseling, and 2) only lawful and prudent use of any drug. Those who use illegal drugs, and illicitly use legal drugs – including but not limited to alcohol, are in violation of the law and University regulations. All members of the University are accountable to the law and to the University regulations.

The Drug Prevention Program is designed and reviewed for effectiveness by a subcommittee of the Disability Support Services Committee, chaired by the Director of Counseling, called the Drug Awareness Committee. The Disability Support Services Committee posts or publishes current information on drugs and alcohol. The Substance Abuse Awareness Guide is updated and published with all Student Handbook revisions.

The primary goal of the Drug Prevention Program is to prevent students and employees of the University from beginning the use of illicit drugs and the misuse/abuse of alcoholic beverages.

COMMUNITY SUPPORT SERVICES

The catalog describes general principles and expectations for student behavior within a community dedicated to formal academic pursuits and personal growth. In accordance, Hodges University provides drug information and referral to professional counselors that meet individual needs and to assist at crisis points.

The Hodges University Counselors are available to all students for such assistance. Students, faculty and staff are urged to refer persons troubled by drug use to the Counseling and Disability Support Service Office.

CONSULTATION AND INFORMATION

The educational and referral services of the Director of Counseling are available for those who are troubled by the use of drugs, legal or illicit, their own or that of others. Seeking confidential help from or being referred to these services will not, by itself, result in disciplinary action. Individual privacy will be respected in this process. If warranted, the Director of Counseling will report to the Executive Administration any cases that might cause a threat or endanger an individual or the institution.

In order to increase student awareness of the problems associated with drug abuse, the University holds seminars throughout the academic year. These programs are usually conducted by community volunteers who have expertise in this area. All students are encouraged to attend and attendance is noted.

HEALTH RISKS

There are various health risks associated with the use of illicit drugs and the abuse of alcohol. Every drug is a potential poison which can cause disability and death if it is taken incorrectly into the body, consumed in the wrong amounts or mixed indiscriminately with other drugs. The common types of abused drugs can be divided into 7 categories.

1. DEPRESSANTS
2. STIMULANTS
3. NARCOTICS
4. HALLUCINOGENIC
5. CANNABINOIDS
6. ALCOHOL
7. INHALANTS

DEPRESSANTS

These substances are often referred to as downers; and belong to a group of drugs used to relax or sedate the central nervous system. Barbiturates (amytal, nembutal, seconal, phenobarbital), Benzodiazepines (ativan, halcion, librium, xanax, klonopin), Sleep medications (ambien, sonata, lunesta) fall into this category.

The intoxication effects of these drugs causes; sedation/drowsiness, reduced anxiety, feelings of well-being, lowered inhibitions, slurred speech, poor concentration, confusion, dizziness, impaired coordination and memory. For barbiturates the intoxication effects are euphoria, unusual excitement, fever and irritability.

The health risks are slowed pulse, lowered blood pressure, slowed breathing, tolerance, withdrawal, addition; increased risk of respiratory distress, death when combined with alcohol, and life threatening withdrawal in chronic users.

STIMULANTS

These substances are often referred to as uppers. Amphetamines (biphetamine, dexedrine, adderall) and Methyphenidate (concerta and ritalin) fall into this category.

The intoxication effects of these drugs causes; feelings of exhilaration, increased energy, mental alertness, seizures, heart attacks, and strokes and causes health risks, such as: increased heart rate, blood pressure, and metabolism, reduced appetite, weight loss, nervousness, and insomnia.

The intoxication effects of amphetamines causes; rapid breathing, tremors, loss of coordination, irritability, anxiousness, and restlessness which causes health risks, such as; delirium, panic, paranoia, hallucinations, impulsive behavior, aggressiveness, tolerance, and addiction.

The health risk of methylphenidate causes an increase or decrease in blood pressure, digestive problems, loss of appetite, and weight loss.

NARCOTICS

The term narcotic generally refers to Codeine (empirin with codeine, florinal with codeine, robitussin A-C, tylenol with codeine), Morphine (roxanol and duramorph), Methadone (methadose and dolophine), Fentanyl

and analogs (actiq, duragesic, and sublimaze), and other Opioid pain relievers (tylox, oxycontin, perodan, perocet, vicodin, lortab, lorcet, dilaudid, opana, numorphan, numorphone, demerol, meperidine hydrochloride, darvon and darvocel) .

The intoxication effects causes pain relief, euphoria, drowsiness, sedation, weakness, dizziness, nausea, impaired coordination, confusion, dry mouth, itching, sweating, clammy skin, and constipation.

The health risks of these narcotics causes slowed or arrested breathing, lowered pulse and blood pressure, tolerance, addiction, unconsciousness, coma, death; risk of death increased when combined with alcohol or other depressants.

Fentanyl is 80 – 100 times more potent analgesic than morphine. Oxycodone risks relate to muscle relaxation and is twice as potent as analgesic as morphine and has high abuse potential. Codeine risks are less analgesia, sedation, and respiratory depression than morphine. Methadone is used to treat opioid addiction and pain; and has a significant overdose risk when used improperly.

HALLUCINOGENS

The term hallucinogens refers to LSD (lysergic acid diethylamide), Mescaline, and Psilocybin.

The acute effect of these drugs leads to altered states of perception and feeling; hallucinations, and nausea. LSD and mescaline causes increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness; dizziness; weakness; tremors; impulsive behavior; and rapid shifts in emotion. Psilocybin acute effects are nervousness; paranoia; and panic.

The health risks related to hallucinogens are flashbacks, Hallucinogen Persisting Perception Disorder.

CANNABINOIDS

The term cannabinoids refers to marijuana and hashish.

The acute effects of these drugs causes euphoria; relaxation; slowed reaction time; distorted sensory perception; impaired balance and coordination; increased heart rate and appetite; impaired learning, memory; anxiety; panic attacks; and psychosis.

The health risks related to these drugs are cough, frequent respiratory infections, possible mental health decline; and addiction.

ALCOHOL

Alcohol is our number one drug abuse problem today.

The acute effects of alcohol in low doses causes; euphoria, mild stimulation, relaxation, lowered inhibitions. In higher doses, drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, and loss of consciousness.

The health risks related to alcohol are increased risk of injuries, violence, fetal damage (in pregnant women); depression; neurologic deficits; hypertension; liver and heart disease; addiction; and fatal overdose.

INHALANTS

Inhalants refers to Solvents (paint thinners, gasoline, glues); Gases (butane, propane, aerosol propellants, nitrous oxide); nitrate (isoamyl, isobutyl, cyclohexyl)

The acute effects of inhalants, varies by chemical, but generally leads to stimulation; loss of inhibition; headache; nausea or vomiting; slurred speech; loss of motor coordination; and wheezing.

The health risks related to inhalants are cramps; muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; and sudden death.

LEGAL SANCTIONS

Explanation of the sanctions on student misconduct is described in the University Catalog and the Student Handbook.

Legal sanctions on students and staff are according to existing local, county and state laws.

Additional handouts on Federal Trafficking Penalties and Commonly Abused Drugs are available from the Director of Counseling.

SOUTHWEST FLORIDA AND LAWS ON ALCOHOL

Law enforcement in Southwest Florida is strict. If you violate the law, count on getting caught. The following is to remind you about the law and have you think about it before breaking it.

The legal drinking age is 21 years, and is strictly enforced by the police.

False representation of your driver's license is a crime.

Falsifying your license is a felony and using someone else's license is a misdemeanor.

You cannot sell alcohol; only a licensed establishment can distribute and sell alcohol. This means that: You cannot sell cups. You cannot collect for the alcohol at a party. You cannot charge admission to a party in which alcohol is being served.

Consumption of alcohol on public property is illegal. This means that alcohol cannot be consumed on public streets, parks, or sidewalks, unless it is approved by local county or city ordinance.

FLORIDA LAWS ON ALCOHOL & MARIJUANA

Law enforcement in Southwest Florida is strict; if you violate the law, count on getting caught. The following information is presented for the sole purpose of informing you about your responsibilities under the law and to encourage you to consider consequences before taking any action that may cause harm to you - or those you care about.

FLORIDA LAW ON ALCOHOL

The legal drinking age is 21 years, and is strictly enforced by the police.

False representation of your driver's license is a crime; falsifying your license or using someone else's license are both crimes that carry with them serious penalties.

The personal sale of alcohol is a crime; only a licensed establishment can sell or distribute alcohol. This means that: 1) you cannot sell cups; 2) you cannot collect money from others to buy alcohol for a party; 3) you cannot charge admission to a party where alcohol is being served.

Consumption of alcohol on public property is illegal. Therefore, alcohol cannot be consumed on public streets, parks, or sidewalks unless specifically approved by a county or city ordinance.

Florida law provides that “[a] person may not sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age or permit a person under 21 years of age to consume such beverages . . .” F.S. §775.082. A violation of this statute brings with it a penalty of up to 60 days of incarceration and a fine not to exceed \$500. For a second offense, the penalty increases to a maximum of 1 year of incarceration and/or a fine of \$1,000. Similar penalties await persons “selling, giving, or serving alcoholic beverages to persons under age 21; misrepresenting or misstating age or age of another to induce licensee to serve alcoholic beverages to person under 21. F.S. §562.11. It is also a violation of Florida law for a person “[t]o display, cause or permit to be displayed, or have in his or her possession any fictitious, fraudulently altered, or fraudulently obtained identification card. . .” F.S. §322.051.

FLORIDA LAW ON DRUGS

The Florida Statutes lists Standards and Schedules (F.S. §893.03). There are five schedules outlining controlled substances. Schedule I lists substances with a high potential for abuse and with no accepted medical use. Cannabis (marijuana) is on this list. Simple possession of 20 grams or less of marijuana (cannabis) (first offense) brings with it a possible penalty of 60 days of incarceration and/or up to a \$500 fine; possession with intent to distribute marijuana exposes the offender to a maximum penalty of incarceration of up to 5 years and a fine of up to \$5,000.

REFERRAL SOURCES

If you suspect that you, or someone you know, has a problem with alcohol or drugs, talking about it is an important first step. The following local resources can provide counseling, support, and information on alcohol and drug use.

SELF-HELP PROGRAMS and TREATMENT PROGRAMS

Various treatment alternatives are available such as outpatient and residential counseling. In order to determine the most appropriate service for you, an admission or intake interview is needed, which is usually available at no charge.

AA (Naples) 262-6535 AA (FM) 275-5111

AL ANON/ ALATEEN (Naples) 263-5907

ALTERNATIVES CHEMICAL DEPENDENCY CONSULTANT SERVICES 775-2819

DAVID LAWRENCE CENTER 455-8500

THE WILLOUGH AT NAPLES 775-4500

RUTH COOPER CENTER of FORT MYERS 275-3222

PROJECT HELP, INC. 239-262-7227

PROGRAMS OUTSIDE OF COLLIER AND LEE COUNTIES

Check in the phone book (Human Service section) or in the yellow pages under Alcoholism or under Drug Abuse. Also see sources under Consultation and Information. Referrals are listed in this handbook for Sarasota and Pasco Hernando area.

NATIONAL HOTLINE NUMBERS

1-800-COCAINE

1-800-662-HELP

Cocaine abuse treatment centers

1-800-342-AIDS